

**Additional Campaign Information**

**Podiatrist, Clinical Specialist Diabetes / Coslia, Speisialtóir Cliniciúil**

**Mayo University Hospital**

**69MUH2025**

Dear Candidate,

Thank you for your interest in this role. It is our intention to form a panel as a result of this recruitment campaign as outlined in the Job Specification.

This document outlines how the recruitment process will be run and important dates. We highly recommend that you read this document before submitting an application.

1. **Who should apply?**

We welcome applications from all suitably qualified individuals who meet the eligibility criteria for this role. Information on the eligibility criteria are available in the Job Specification.

For more details

* On the qualifications and eligibility criteria please see Appendix 1.
* For information on “Non-European Economic Area Applicants” please see Appendix 2. The HSE welcomes applications from suitably qualified non EEA Nationals who have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

1. **How do I apply for this post?**

* You must fully complete the digital Application Form particular to this post via Rezoomo only. **(**Please see Appendix 2**)** – Page 6
* Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**
* As we require the same information from all candidates in order to make fair decisions on their applications we will not be able to process applications by CV or any other method.
* We check eligibility of the applicants after the closing date and time therefore it is important that you ensure you have fully demonstrated your eligibility for the role in your application form. If you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview. This means that if your application is blank or incomplete, have no internet access etc or that you have not attached requested relevant supporting documentation, etc you will not be processed further.
* To ensure that you do not miss out on any communications to your Rezoomo Profile, it is highly recommended that you also check your spam and junk folder of your email linked to your Rezoomo Profile on a regular basis.
* Mayo University Hospital Recruitment Office can only accept complete applications received by the closing date and time of **Tuesday 16th September 2025 at 12 noon.** If you submit more than one application the last one received prior to the closing date and time is the version that will be considered.
* Mayo University Hospital can only accept complete applications received by the closing date and time mentioned on the Job Specification. We recommend that candidate submit application a minimum of 1 hour before the closing time to avoid any technical delay. Applications will not be accepted after the closing date and time have passed.

**Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.**

Please note that the Mayo University Hospital will contact you via your Rezoomo account. It is your responsibility to ensure you have access to your Rezoomo account. If you choose to use your work email addresses you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access when setting up your Rezoomo Profile.

1. **How will the selection process be run?**

* The purpose of this recruitment and selection process is to fill current and anticipated vacancies as provided in the job specification during the lifetime of the panel. A position on a panel is not a job offer and does not necessarily mean that you will be offered a post.
* You must complete the relevant application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
* A selection board of senior managers will assess your application form against the eligibility criteria to see how your individual experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore it is very important that you think about your experience in light of those requirements.
* There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.
* Any applicant who does not meet the eligibility criteria/ is not shortlisted will be informed of that decision and the reason why.
* Candidates who are successful at interview will be placed on a panel in order of merit.
* If there is an existing panel in place this may take precedence over the newly formed panel for this campaign
* Posts are offered to the candidate with the highest order of merit. Full details on how panels operate are available in Appendix 6.
* We would like to highlight to you that interviews form a part of the selection process. The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes. Please note the HSE may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

1. **Formation of Panels**

**What is a panel?**

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Subsequent vacancies are then expressed to the panel in order of merit. If the number one successful candidate that expressed an interest on the panel refuses the job offer, it is then offered to the second candidate who expressed interest on the panel. Once a panel is formed, it remains in existence for 1 year and may be extended.

**Marking System**

Candidates are given marks for skill areas during the interview. These elements are clearly indicated on the Application Form.

Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 421 at interview, which would place them at joint number 3 on the panel.

If Professional Knowledge has been the secondary ranking area chosen then the candidate who has scored higher in this area and expressed an interest will receive the first job offer.

Karen scored 69 in the Professional Knowledge element and Mary scored 68. Karen will be number 3 a. on the panel and Mary will be number 4 on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth.

Please note in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each competency area.

**Future panels**

Please note that candidates successful at interview and placed on the panel formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel.

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. The HSE reserves the right to extend the life of the panel to fill permanent and/ or specified purpose vacancies that may arise. The HSE may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

1. **Acceptance / Declination of a Job Offer**

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel. Please see Appendix 6 for a full outline of the panel management rules.

1. **Campaign Time Scales**

The closing date for receipt of completed applications and anticipated interview dates are listed in the Job Specification.

Please note that you must provide recent photographic identification at interview, i.e. Driver’s Licence or Passport. This identification will be checked on the day of interview.

1. **Security Clearance**

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the Mayo University Hospital for the confirmed successful candidate recommended for any post engaged in relevant work.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now. Please see **Appendix 3** for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

8.  **Appeal Procedures**

Appointments in the HSE are made under a recruitment license and are subject to the Code of Practice established by the Commission for Public Service Appointments (CPSA). Full details in relation the Code of Practice and review and complaints procedures are available on the CPSA Website **(www.cpsa.ie**).

**Section 7**

If a candidate is unhappy with a decision made at any stage while a selection process is ongoing, or believes that it was made on incorrect information or that documented procedure was not followed, they can request a review under Section 7 of the Code. The decision may be reversed if it is found to have been incorrect, to have been based on incorrect information or as a result of documented procedure not being followed.

**OR**

**Section 8**

If a candidate believes there has been a breach of the Code of Practice and the selection process followed was, in itself, unfair they can make a complaint under Section 8 of the Code.

A candidate can submit a request for a review of a decision under Section 7 of the Code or a complaint about the process under Section 8 of the Code **but not both.**

**How to submit a request for a review or complaint**

In order for the Mayo University Hospital to deal with your request you will need to do the following before submitting a request:

1. Identify which procedure is appropriate to your particular circumstance (Section 7 or Section 8)
2. Advise if you wish to avail of an informal or formal review.
3. Clearly outline how the selection process was unfair or has been applied unfairly to you. Requests for a review or submission of a complaint without providing any facts or grounds to support the request will result in Mayo University Hospital being unable to examine the matter.

It is recommended that candidates should pursue an informal review/complaint in the first instance. However should a candidate not wish to engage in the informal review/complaint process, they can proceed directly to the formal process.

The process for submitting a request for a review or a complaint is as follows:

**Informal Review/Complaint**

Request must be submitted by email to [recruitment.hrmuh@hse.ie](mailto:recruitment.hrmuh@hse.ie) or [muhnurserecruit@hse.ie](mailto:muhnurserecruit@hse.ie) within **5 working days** of receipt of a decision.

**We encourage you to visit** [**www.cpsa.ie**](http://www.cpsa.ie) **for further information on the code of practice and informal and formal review procedures.**

**9. HSE Privacy Policy**

Mayo University Hospital is committed to protecting your privacy and takes the security of your information very seriously and aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE Privacy Policy, is available at <https://www.hse.ie/eng/privacy-statement/>

Information on the General Data Protection Regulation is available at <https://www.hse.ie/eng/gdpr>

**Appendix 1**

**Each candidate must, at the latest date for receipt of completed applications for the post, possess the following:**

**1. Statutory Registration, Professional Qualifications, Experience, etc.**

(a) Candidates for appointment must:

1. Be registered, or be eligible for registration, on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU.

**And**

1. Have Five years fulltime (or an aggregate of five years) post registration qualification experience. Of which four years full time (or an aggregate of four years) post registration qualification clinical experience must be in the required area of Specialism.

**And**

1. Demonstrate a proven record of clinical excellence in the specialism

**And**

1. Candidates must demonstrate evidence of continuing professional development relevant to the required areas of specialism, in the form of post graduate qualification or relevant courses.

**And**

1. Candidates must demonstrate achievement in the areas of clinical audit, quality improvement initiatives, practice development, teaching and research**.**

**And**

1. Provide proof of Statutory Registration on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU before a contract of employment can be issued.

**And**

1. Candidates must possess the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability), for the proper discharge of the duties of the office.

**Annual Registration**

1. On Appointment practitioners must maintain annual registration on the Podiatrists Register maintained by the Podiatrists Registration Board at Coru
2. Practitioners must confirm annual registration with Coru to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

**Post Specific Requirements**

Demonstrate depth and breadth of experience in lower limb musculoskeletal assessment and gait analysis, including computerised gait analysis and evaluation of plantar pressures as relevant to the role.

Demonstrate depth and breadth of experience in treating at risk diabetic and chronic diabetes foot ulceration, as relevant to the role

Demonstrate depth and breadth of experience in prescription and fitting of orthotic devices, casting techniques and provision of off-loading devices, as relevant to the role.

**Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Character**

Each candidate for and any person holding the office must be of good character.

Seeking registration with CORU is the responsibility of the candidate. For more information please access [**https://www.coru.ie/**](https://www.coru.ie/)

**Appendix 2**

**Rezoomo**

Rezoomo ([www.rezoomo.com](http://www.rezoomo.com/)) is the Talent Acquisition software where you will submit your application.

When you create your Rezoomo profile kindly enter your correct personal details and email address as this will be used throughout the campaign process.

Ensure correct spelling of email address and verify that email address to complete setup of your Rezoomo Profile.

All communication from the Mayo University Hospital will be made via Rezoomo and you will receive an email notification to the email address you have used to set-up your Rezoomo account if we send you a message

**You must login to your Rezoomo account in order to respond to messages. Do not reply to the email notification received from** [**messages@rezoomo.com**](mailto:messages@rezoomo.com) **as this is a no-reply email address.**

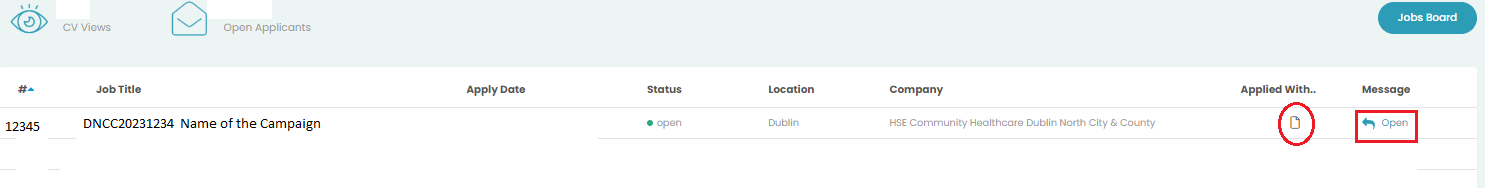
**We strongly recommend you use a personal email address to which you have regular access as you might not always have access to your work email while on leave or if you move Company**.

Kindly note that all communication to the Mayo University Hospital needs to be made via Rezoomo. Therefore, if you need to reply to an interview invitation, please log into Rezoomo and, on the Home page, click on “*Open*” under ‘*Message*’ (see image 1 below) to reply to last message of the campaign.

**Access your submitted application**

Once the application has been submitted, you cannot amend it. In order to access a copy of your application please log into your Rezoomo Profile. On the home page you will see a list of the campaign(s) you have applied for. Listed beside the name of campaign, on the right hand side, there is an icon below “*Applied With…*”; click on that icon (see image 1 below) to retrieve your application.

**Image 1**



**Appendix 3**

(i) **EEA Nationals**

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) **NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE**

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

**A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.**

**And**

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1G, Stamp 4, Stamp 4EUfam, Stamp 5, .

**OR**

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

* Marriage/Civil Partnership Certificate

And

* Spouse’s passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 1, 4 or 5

Or

* If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

**Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.**

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview. For more details on EEA countries please see visit the Department of Jobs, Enterprise and Innovation website [www.djei.ie](http://www.djei.ie/)

**Please note:**

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status.  We would be grateful if such applicants would provide documentary evidence confirming their status.

**Appendix 4**

All appointments will require satisfactory security clearances.  Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). New employees engaging in relevant work will not take up duty until the Garda Vetting Clearance process has been completed and the HSE is satisfied that such an appointment does not pose a risk to clients, service users and employees. The Group Recruitment & Retention Office will initiate this process for the confirmed successful candidate recommended for any post engaged in relevant work.

As part of the Garda Vetting process an applicant must disclose any and all convictions.  This disclosure must include such offences as driving offences, non-payment of a TV licence and public order offences, and includes the application of probation or community service. This covers offences in the Republic of Ireland and Northern Ireland.

All applicants will sign a detailed Standard Declaration, which forms an integral part of their application form.  Candidates who apply using the online application form and application forms submitted by e-mail will be required to sign the Standard Declaration in person when they attend for interview.

The HSE will refer to the An Garda Síochána individuals who wilfully submit, by omission or otherwise, false, misleading or inaccurate information in connection with their application for posts with the HSE or on the Garda E-Vetting Form as provided for under the Public Service Management (Recruitment and Appointments) Act 2004.

Further information on the Garda Vetting process is available from the National Vetting Bureau: <https://vetting.garda.ie/Help/FAQ>

**Applicants who have resided overseas for a period of 6 months or more:**

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK clearance to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

If you are having trouble accessing the links below, please click on the following link to access them via the HSE website <https://www.hse.ie/eng/staff/jobs/recruitment-process/garda-clearance.html>

The following websites may be of assistance to you in this regard:

**United Kingdom:**

[https://www.acro.police.uk/police-certificates](https://www.acro.police.uk/s/)

[http://www.police.uk/forces/](https://www.police.uk/advice/advice-and-information/p-c/police-certificates/) website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided.  A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (this website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

**Scotland:**

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

**Wales:**

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/>

[www.north-wales.police.uk](http://www.north-wales.police.uk)

**Australia**

[www.afp.gov.au](http://www.afp.gov.au/) website will provide you with information on obtaining a national police clearance certificate for Australia

**New Zealand**

[www.police.govt.nz](http://www.police.govt.nz/) website will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**.

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted.  Individual US State Clearance (e.g. New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

**Other Countries**

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Please do not send us your overseas clearance or any other documentation unless we request it from you.  Candidates who accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn.  These timelines are communicated to you at proceed to pre-employment clearances stage – typically this is 5 working days.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

**Note: Any costs incurred in this process will be borne by the candidate.**

**Appendix 5**

**Persons in receipt of a pension from specified Superannuation Schemes**   
  
Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

Local Government Superannuation Scheme (LGSS)

Health Service Executive Employee Superannuation Scheme

Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)

Nominated Health Agencies Superannuation Scheme (NHASS)

Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:   
  
Incentivised Scheme of Early Retirement (ISER)   
Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.   
  
**Abatement of Pension (Section 52 of Public Service Pensions Act 2012)**   
  
Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person’s pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Appendix 6**

**Panel Management Rules**

The time span and deadline for expressing interest will be clearly indicated in the expression of interest email. In this appendix we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The time lines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel. Vacancies may arise that constitute less than one full time post (i.e. less than one full working week).  Where possible we will endeavour to merge vacancies together in order to create a full time post.  If this is not possible we will proceed to express the part time post to candidates in order of merit.

**Frequently used terms:**

**Expression of Interest:** An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

**Recommendation for Post**: A recommendation to proceed simply means that you are the candidate who expressed an interest in a post and is highest in order of merit and will be invited to proceed to the next stage of the recruitment process (pre-employment clearances) i.e. reference checking, occupational health and Garda vetting etc.

**Order of Merit**: The order of merit is initially decided by your score achieved at assessment/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc.

**Permanent Whole Time Posts**

You will have one working week++ in which to express an interest in a permanent post. You will be made aware by an e-mail regarding the details of the post and the last date by which you may express an interest. You will also receive a description of the post / service as well as contact details for the Service Manager to discuss the service / department. We strongly recommend that you do so.

This office may notify more than one candidate, in order of merit that a permanent post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will then be invited to proceed to the next stage of the recruitment process i.e. pre employment clearances. Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification email. It is most important for candidates not to express interest in posts that there is little chance they would accept as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who confirm acceptance to proceed to pre-employment screening subsequently decline the post will no longer be eligible for any further expressions of interest and will be removed from the panel.**

**Candidates who formally proceed to pre-employment clearances for a permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel.**

Please note that candidates successful at interview and placed on the panel formed through this recruitment campaign will not be considered as applicants for future recruitment campaigns to supplement this primary panel. This applies if you are still active on the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

++ Where Service need requires **the time span in which to express interest may be less than five working days**. The time span and deadline for expressing interest will be clearly indicated on your expression of interest email. **We strongly advise candidates to pay due attention to expiry times.**

**Permanent Part Time Posts**

Vacancies may arise that constitute less than one full time post (i.e. less than one full working week). Where possible we will endeavour to merge vacancies together in order to create a full time post. If this is not possible we will proceed to express the part time post to candidates in order of merit. Permanent part time posts will be communicated to candidates in the same manner as permanent whole time posts.

Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification email. It is most important for candidates not to express interest in posts that there is little chance they would accept as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

***Candidates who formally accept a post and subsequently decline the post will no longer be eligible for any further expressions of interest and will be removed from the panel.***

**Candidates who formally proceed to pre-employment clearances for a part time permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel.**

Please note that candidates successful at interview and placed on the panel formed through this recruitment campaign will not be considered as applicants for future recruitment campaigns to supplement this primary panel. This applies if you are still active on the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

**Specified Purpose Whole Time or Part Time**

You will have 48 hours in which to express an interest in a specified purpose post. You will be made aware by an e-mail regarding the details of the post and the time by which you may express an interest in the job. You will also receive a description of the post / service and contact details for the Service Manager to discuss the service / department if you wish to do so.

This office may notify more than one candidate, in order of merit that a specified purpose post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will then be invited to proceed to the next stage of the recruitment process i.e. pre employment clearances. Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

Candidates, who proceed to pre-employment clearances for a specified purpose post will not receive any further expressions of interests for specified purpose posts, and will be classified as “dormant”. This means that you will not be contacted regarding any further specified purpose posts, which arise unless you notify this office. At any time, after you take up duty should you be about to become available for specified purpose work again, you can contact this office, who will immediately reactivate your status on the panel confirming your availability for specified purpose posts.

**Candidates who take up specified purpose positions will not forfeit their ranking on the permanent panel. Candidates who do not take up or express an interest in specified purpose vacancies will not forfeit their ranking on the panel. Regardless of whether a candidate’s status on the panel is dormant (due to accepting a specified purpose post) or active, it will not affect in any way expressions of interest for permanent positions.**

**Interviews form a part of the selection process. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.**

**Note on References: The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. Please note the HSE may retract a post if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need. References are required from an appropriate, direct line manager(s) who had clinical/ professional responsibility/ accountability for your supervision during the employment(s).**

**Appendix 7**

This appendix details the documentation you must present at interview. If you are invited to interview you will receive correspondence detailing what documentation is required to be presented at interview

You will be required to produce the following documentation at your interview. Candidates who do not produce the required documentation listed below **will not be interviewed.**

* **Form of recent photographic identification** i.e. drivers license, passport or student/ HSE Work I.D. This identification will be checked on the day.

**Request for an Online Video Interview**

**Candidates invited to interview will be given more details regarding the interview at a later date.  Please note that interviews may take place by, video conferencing or face to face**

Mayo University Hospital endeavours to accommodate eligible applicants with an online video interview who would otherwise have to undergo an inordinately long journey as well as prohibitive costs to attend an interview in person.

This is a limited resource, to ensure those applicants with the greatest need (inordinately long journey and prohibitive costs) are prioritised within these limited resources, we are required to ask applicants who have requested an online interview to provide evidence as to why they require an interview in this format.

Evidence = a scanned copy/photograph of any of the following: overseas residence permit or utility bill in your name / proof of current overseas employment.  Whichever you wish to submit must show your name, your overseas address and must be from a recent date (within 2 months of the closing date).   

**The above documentation must be provided no later than the closing date and time for the submission of completed application forms.**

Regrettably we cannot facilitate applicants with an online interview who do not provide the documentation as outlined above.

**Information for applicants undertaking an online interview**

* Applicants invited to interview through online video will be informed that they will be interviewed through this medium.
* A further communication with detailed instructions on what platform to be used for conducting your online interview will be issued to applicants in advance of their interview.

**Candidate Supports**

Please visit the HSE website for Candidate Supports on the Recruitment Process. It provides further information on:

* What to Expect When Applying for a Job with the HSE
* What to Expect during The HSE Recruitment Journey
* E-learning Modules on the recruitment and selection process\*:
* Applying for a job in the HSE
* About interviewing in the HSE
* Practising for an Interview in the HSE

\*If you are an existing HSE employee these modules are also available on HSELanD and can be included in your learning profile.

Signing up to the HSE’s Career Hub will keep you informed about new HSE job opportunities tailored to your preferences. You can find the latest opportunities on the HSE Jobs page. Links for those underlined.

**Reasonable Accommodations Requests for Candidates with Disabilities**

Applicants can be provided with access arrangements or other reasonable requirements to allow them to participate in the selection process. If you need any specific arrangements for accessing or participating in the interview, please let us know in advance.