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| APPLICATION FORM **Medical Scientist, Staff Grade** **(Blood Sciences- Haematology & Biochemistry)****Cork University Hospital****CUHBS83777** |

**Thank you for applying for a post within HSE South West**

Please carefully note the following instructions:

* Please read the Job Specification which provides useful information about the requirements of this post.
* Please ensure you read in full, the instructions for the completion of this application form and complete all areas, including the eligibility section, in full. Failure to complete all areas of the application form may result in you not being brought forward to the next stage of the selection process.
* **I**n relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* **Completed application forms should be uploaded to the Rezoomo Recruitment page, please note Email applications will not be accepted.**
* **Please use the following browsers when applying: Firefox, Google Chrome & Edge.**
* Candidates should note that there can be a time delay in receiving applications. We recommend that applicants wishing to submit their application, should allow a minimum of 1 hour for their application to arrive by **12 noon on Friday the 29th of August 2025.** Applications will not be accepted after this date and time; no exceptions will be made.
* It is preferable that application forms are typed.
* Should you be invited for interview, you may take a 'hard' copy (i.e. paper copy) of your application form with you. Mobile devices are not permitted for use during your interview.
* The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on <http://www.hse.ie/eng/staff/jobs/job_search/>
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014.

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| **Closing Date & Time** | **12 noon on Friday the 29th of August 2025** |
| **Return Application Forms To:** | Completed application forms should be uploaded to the Rezoomo Recruitment page<https://www.rezoomo.com/dash/job/83777>  |
| **Anticipated Interview Date(s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |

**APPLICANT DETAILS**

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| Position Applied For: | **Medical Scientist, Staff Grade (Blood Sciences- Haematology & Biochemistry)** |
| Campaign Reference No.: | **CUHBS83777** |
|  |  |
| Candidate Reference No *(office use only):* |  |
| **Personal Details** |  |
| First Name: |  |
| Last Name: |  |
|  |  |
| Postal Address for Correspondence: |  |
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| --- | --- |
| Mobile Telephone **(mandatory)**: |  |
| Contact Telephone No. 2: |  |

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| --- | --- |
| E-mail Address **(mandatory)**:(You may provide more than one) |  |

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| Drivers Licence *(please state type & category):* |  |

**European Economic Area (EEA)**

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| **Please select one of the following:** |  |
| I am an EEA Citizen | [ ]  |
| I am a British Citizen | [ ]  |
| I am a Swiss Citizen | [ ]  |
| I am a Non-EEA Citizen | [ ]  |

If you are a non-EEA citizen, resident in the State, you must provide the requested documentation to support your application. Please see Appendix 2 of the Applicant Information Document for further information and for a definition of an EEA Citizen.

**Advertising data**

Please tell us where you saw the job advert. You can select as many options as needed.

Collecting this data helps us determine how effective our advertising strategy was for this campaign.

|  |  |
| --- | --- |
| HSE Website  | [ ]  |
| Word of mouth – my manager/colleague | [ ]  |
| Notification from HSE Career Hub | [ ]  |
| Public Jobs  | [ ]  |
| LinkedIn | [ ]  |
| X (Twitter)  | [ ]  |
|  Other – please detail:  | [ ]  |

**Proficiency in Irish**

Candidates will be afforded the added opportunity to demonstrate their ability to perform the duties of the office through Irish. This assessment will be on a pass/fail basis and will not impact the marks awarded in the selection process. Where vacancies arise for which proficiency in Irish is a management requirement, the HSE will offer such posts in order of merit to candidates who have successfully passed the Irish assessment. Please indicate if you wish to undertake an Irish assessment exam.

Yes [ ]  / No [ ]

**Current contractual status**

Choose the statement that best matches your employment status:

1. [ ]  I am currently a direct employee of the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004
	1. I have a permanent contract [ ]

Or

* 1. I have a temporary contract [ ]
1. [ ]  I currently work via a recruitment agency in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004
2. [ ]  I do not currently work in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004

\* List of [‘other statutory health agencies’](https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/)

Please note any candidate who is successful and offered a post, it will be mandatory to provide security clearance from each jurisdiction you have resided in. Please see Appendix 3 on the Additional Campaign Information for further information.

**Public Service Pension.**

**Are you in receipt of a Public Service Pension? Yes [ ]  No [ ]**

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

Please indicate below how your qualifications and professional experience meet the eligibility criteria for the post of Medical Scientist, Staff Grade (Blood Sciences- Haematology & Biochemistry).

**Please note that if you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview.** Please complete each section below.

1. **CORU – The Health & Social Care Professionals Council Registration**

|  |  |  |
| --- | --- | --- |
| **Registration** | **Please tick as appropriate** | **Registration / Application Number** |
| 1. I am a fully qualified Medical Scientist **registered** on the Medical Scientists Register maintained by the Medical Scientists Registration Board at (CORU).
 |  |  |
| 1. I am a fully qualified Medical Scientist who has **applied**\* for registration on the Medical Scientists Register maintained by the Medical Scientist Registration Board at (CORU).
 |  |  |
| *\*If you have applied for registration, you must submit proof of application for registration with the Medical Scientists Registration Board at CORU with this application form. The acceptable proof is correspondence from the Medical Scientists Registration Board at CORU confirming your application for registration as a Section 91 applicant.* |
| 1. I am a fully qualified Medical Scientist who has **not applied** for registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at the Health & Social Care Professionals Council (CORU).
 |  |  |
| ***OR*** |
| **4. 2025 Graduates\*** Candidates who are graduating in 2025 (or those awaiting CORU registration) are eligible to apply for this campaign. |  |  |
| **For 2. above,** please include the **date of application** for registration with the Medical Scientists Register with the Health & Social Care Professionals Council (CORU). |

**Candidates who are graduating in 2025 (or those awaiting CORU registration), please outline below a brief description of your status i.e. date applied for CORU, awaiting qualifications and name of institute etc.:**

**Please note the following:**

* **Seeking registration with CORU is the responsibility of the applicant.**
* **Applicants who are successful at interview and will complete their studies in 2025, will remain dormant on the panel and will not be offered a post until they have informed the Recruitment Dept. that they are in receipt of the necessary qualification and registration.**
1. **Professional Recognised Qualification**

Please take special care in completing this section i.e. in detailing correct course title(s), course duration, award(s) received, including any major specialty options where applicable, and date of award(s). Any errors or omissions may not be rectified after the closing date and time for receipt of applications.

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| --- | --- | --- | --- | --- | --- |
| **Dates****From MM/YY****To****MM/YY** | **Educational Institution** | **Conferring****Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
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| **If your educational award has not been obtained in the Republic of Ireland, have you received validation of your qualification from the CORU? As this process takes a period of time, we strongly recommend that you commence the validation process now.** **(Refer to Appendix 1 of Additional Campaign Information for further information).*****Please tick as appropriate:*** |
| **Yes** | **No** |

**ADDITIONAL EDUCATIONAL ACHIEVEMENTS**

**Please include second level and any additional third level educational achievements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates****From MM/YY** **To****MM/YY** | **Educational Institution**  | **Conferring Body** | **Course of Study**  | **Qualification Achieved**  | **Grades Achieved**  |
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|  **CAREER OVERVIEW** |

**IMPORTANT: Please ensure all career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are no gaps in your career history from when you left full-time education to present date).**

|  |  |  |  |
| --- | --- | --- | --- |
| **From (00/00)** | **To (00/00)** | **Title** | **Employer** |
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**Detailed Career History- please begin by listing the most recent first:**

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| **Job Title:** **Grade/ Management Level *(if applicable):*** |
| **Employer(s) & Department Name:** |
| **From (00/00):** | **To (00/00):** |
| **Main Roles & Responsibilities:** |

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| --- |
| **Job Title:** **Grade/ Management Level *(if applicable):*** |
| **Employer(s) & Department Name:** |
| **From (00/00):** | **To (00/00):** |
| **Main Roles & Responsibilities:** |

|  |
| --- |
| **Job Title:** **Grade/ Management Level *(if applicable):*** |
| **Employer(s) & Department Name:** |
| **From (00/00):** | **To (00/00):** |
| **Main Roles & Responsibilities:** |

### **Supplementary Questions 1 – 4**

**A guide to completing competency questions is available in Appendix 1 of the Applicant Information Document. It is strongly recommended that you read the guide before completing this section of your application form.**

**In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas 1 – 4.**

**A summary definition of each of skill areas is provided for your information. This is a summary of what we mean by each skill heading. Please provide the information in the format requested at (a), (b), and (c) on the ‘Information on completing the Competency Questions’ Section of the Applicant Information Document.**

**Remember anything you say may be used as part of a shortlisting/ranking exercise and may be discussed in more depth at interview, should you be called to one.**

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| 1.Planning and Managing ResourcesIt is important that the Medical Scientist, Staff Grade demonstrates the ability to plan and prioritise their workload effectively. Within this s/he must have the ability to pre-empt potential problems or competing priorities and take appropriate action to ensure service standards don’t suffer. S/he must demonstrate flexibility and adaptability in response to workforce demands and can plan and organise work accordingly. *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
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| 2.Team Player Skills It is important that the Medical Scientist, Staff Grade can work independently as well as part of a wider healthcare team, building and maintaining relationships and understanding and valuing individuals and their respective professional roles. S/he maintains open communication channels with team members and others as appropriate. S/he reacts constructively to setbacks and is able to receive feedback. *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
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| **3. Commitment to Providing a Quality Service**The Medical Scientist, Staff Grade is adaptable and open to change in striving to ensure high standards in the service of today. S/he ensures that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times. S/he monitors and reviews his/ her own work to ensure its quality and accuracy. *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
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| **4.Evaluating Information & Judging Situations**It is important for the Medical Scientist, Staff Grade to make decisions and solve problems in a timely manner. S/he will gather and analyse information from a variety of (relevant) sources before making a decision and will use opportunities to empower others as appropriate. The Medical Scientist, Staff Grade will display the ability to explain the rationale behind decisions confidently when faced with opposing or competing demands. *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

**POST SPECIFIC REQUIREMENT**

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| **Experience Relevant to The Role**Please indicate below how your experience meets the requirements of the post. This section will be assessed by a board of Senior Managers to consider your experience as it is relevant to the post. Short-listing may occur based on the information provided here and in the other areas of this application form. Please complete each section below.*Please include dates i.e. from x date to x date, the name of the employer & department you worked in.* |
| **Date(s) from – Date(s) to** | **Employer(s) & Department Name** |
|  |  |
| **Please demonstrate your depth and breadth of experience in a Haematology and Biochemistry Laboratory as relevant to the role.** |

**General Declaration**

It is important that you read this Declaration carefully and then sign it in the space below.

**Part 1:** Obligations Placed on Candidates who participate in the recruitment process.

The Public Service Management (Recruitment and Appointments) Act 2004 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns, and these are detailed in Section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

* knowingly or recklessly make a false or a misleading application
* knowingly or recklessly provide false information or documentation
* canvass any person with or without inducements
* impersonate a candidate at any stage of the process
* knowingly or maliciously obstruct or interfere with the recruitment process
* knowingly and without lawful authority take any action that could result in the compromising of any test material or of any evaluation of it
* interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence.

It is the policy of the HSE to report any such above contraventions to An Garda Siochana.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment / selection process, then, in accordance with the Public Service Management (Recruitment and Appointments) Act 2004.

* where he / she has not been appointed to a post, he / shall be disqualified as a candidate; and
* where he / she has been appointed as a result of that process, he / she shall forfeit that appointment.

**Part 2**

**Declaration:** “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Health Service Executive to the making of such enquiries, as the Health Service Executive deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Health Service Executive with any information relevant to my application or to my continued employment with the Health Service Executive or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service Executive.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my application form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.”

Failure to sign application will render it invalid[[1]](#footnote-1).

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Applicant)* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **REFERENCES**

Please give three referees (including your current employer). Please ensure that the referees you provide are from a clinical perspective. We retain the right to contact all previous employers.

Do you wish us to contact you prior to contacting your referees? Yes [ ]  / No [ ]

**1. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**2. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**3. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

### **APPLICANT CHECKLIST**

If all required details / documentation (as below) are not submitted with your application we will be unable to process your application to the next stage of the process i.e. short listing / interview.

|  |  |  |
| --- | --- | --- |
| Mobile Telephone NumberEmail AddressPostal Address | [ ] [ ] [ ]  | **Mandatory** |
| That the information you have provided in the Qualification/ Eligibility Criteria section clearly shows how your qualifications/ experience match the requirements. Dates should be clearly indicated i.e. DD/MM/YY, qualification titles etc. | [ ]  |
| Supplementary Questions 1 – 4(Each question must be fully completed to ensure eligibility to progress in this campaign) | [ ]  |
| Post Specific Requirement answered in full | [ ]  |
| Work Permit Documentation (if relevant to non-EEA applicants). Please refer to Appendix 2 of the Additional Campaign information document for details of documentation required. | [ ]  |
| Application is submitted by the closing date and time and that you have used the campaign reference in the subject line of your email. | [ ]  |
| That you have downloaded and saved the Job Specification and Additional Campaign Information for future reference. |

**If all required details / documentation (as above) are not submitted with your application, we will be unable to process your application to the next stage of the process i.e. short listing / interview.**

1. If you are submitting your application form via email we will accept the application form unsigned but you will be required to sign the Declaration at interview should you be invited to one. [↑](#footnote-ref-1)