

**APPLICATION FORM**

**Psychologist Senior, Psycho-Oncology Services**

**Galway University Hospitals**

**G10655**

* Please read the Job Specification which provides useful information about the requirements of this role.
* Please ensure you download, read and fully understand the ‘Applicant Information Pack’ document specific to this campaign that is available
* Please ensure you read the instructions for the completion of this Application Form and complete all areas in full. Failure to complete all areas of the Application Form will result in you not being brought forward to the interview stage of the selection process.
* In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* Should you be invited for interview, you may have 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). The Codes of Practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/). Further information is also available in the Applicant Information Pack document.
* 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.

|  |  |
| --- | --- |
| **Closing Date & Time** | **10:00am Monday 18th August 2025 upload via Rezoomo**  |
| **Anticipated Interview Date(s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances. The timescale may be reduced in exceptional circumstances. |

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Position Applied For: | **Psychologist, Senior, GUH**  |
| Campaign Reference No.: | **G10655** |
| **Personal Details** |  |
| First Name: |  |
| Last Name: |  |
|  |  |
| Postal Address for Correspondence: |  |
|  |
|  |

|  |  |
| --- | --- |
| Mobile Telephone **(mandatory)**: |  |
| Contact Telephone No. 2: |  |

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

**European Economic Area (EEA)**

Are you an EEA (European Economic Area) National? Yes [ ]  No [ ]

**If you are a non-EEA citizen you must provide the requested documentation to support your application**. Please see Appendix 2 of the ‘Applicant Information Pack’ document for further information and for a definition of an EEA National.

In order to help us gauge the efficiency of our advertising strategy for this campaign, we would appreciate if you indicated below where you saw the campaign advertised. *+*

|  |  |
| --- | --- |
| HSE Website  | [ ]  |
| Word of mouth – my manager/colleague | [ ]  |
| Notification from HSE Talent Pool | [ ]  |
| Saolta website | [ ]  |
| LinkedIn | [ ]  |
| Twitter | [ ]  |
| Other – please say which | [ ]  |

*+ More than one indication is allowed.*

1. **Superannuation Schemes**

Are you currently in receipt of a Voluntary Early Retirement or Ill Health Early Retirement Pension from any of the Public Health Superannuation Schemes listed at 1-5 below, or any other Public Sector Pension Scheme?

|  |
| --- |
| **Are you currently in receipt of a pension from any of the following superannuation schemes? (This means have you retired?)** |
|  | **YES** | **NO** |
| 1. Local Government Superannuation Scheme (LGSS)
 |  |  |
| 1. Health Service Executive Employee Superannuation Scheme
 |  |  |
| 1. Voluntary Hospital’s Superannuation Scheme (VHSS)
 |  |  |
| 1. Nominated Health Agencies Superannuation Scheme (NHASS)
 |  |  |
| 1. Other Public Service Superannuation Scheme
 |  |  |

If you have answered ‘yes’ in relation to being in receipt of a pension from any of the above Superannuation Schemes you are not eligible to apply for this recruitment campaign. Please read Appendix 4 in ‘Additional Campaign Information’ for further details.

1. **Current Contractual Status**
* **I am currently a HSE employee\* Yes** [ ]  **No** [ ]
* **I am currently a Tusla employee\* Yes** [ ]  **No** [ ]

**Please tick the HSE/Tusla Area in which you work**

|  |  |  |  |
| --- | --- | --- | --- |
| Dublin Mid Leinster |  | South |  |
| Dublin North East |  | West |  |

If you answered yes to the above question, please choose the option below which best matches your current contractual status:

* **I have a permanent contract** [ ]

**or**

* **I have a temporary contract** [ ]

\*HSE / Tusla Employee = you are a direct employee of the HSE or Tusla and not in a post funded or partially funded by the HSE or Tusla

1. **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 disturb 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 [ ]

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

**Please indicate below how your qualifications and professional experience meet the eligibility criteria for the post of Psychologist, Senior by making the appropriate selections and giving additional information where requested. 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 read Appendix 1 of Additional Campaign Information before completing this section.) We strongly recommend that you download, save and read the Additional Campaign Information document before completing your application.**

Please indicate your selection with an X

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes | No |
| Category A | Employed pre October 2002 |  |  |
| Category B | Employed between October 2002 and 31st January 2021 |  |  |
| Category C | Employed 31st January 2021 to the 30th September 2026 |  |  |

Depending on the eligibility category which applies to you above, please proceed to the relevant section as outlined below:

|  |  |  |
| --- | --- | --- |
| Category A | If you are eligible to apply as you were employed pre October 2002 | Go to page 5  |
| Category B | If you are eligible to apply as you were employed between October 2002 and 31st January 2021 | Go to page 6 |
| Category C | If you are eligible to apply as you were employed as of the 31st January 2021 to the 30th September 2026.) | Go to page 8 to 11  |

|  |
| --- |
| **Category A: Have been employed before 25th October 2002 and be currently in employment as a psychologist in the public health system; the HSE and agencies funded under Section 38 and Section 39 of the Health Act 2004** |
| Year of Award (DD/MM/YY) | College / Educational Institution | Course Title | Award |
|  |  |  |  |
| **Demonstrate experience as a Psychologist in Clinical Psychology or Community Care Areas or equivalent (if relevant)** |
| From Date (DD/MM/YY) | To Date(DD/MM/YY) | Average Monthly Hours | Total Months | Employer | Title of Post |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Cumulative Months** |  |
| Candidates must have at least five years satisfactory postgraduate experience in the area of professional psychology. The five years (60 months) experience must comprise of no more than three years (36 months) of which was spent in gaining the post-graduate professional qualification and no less than two years (24 months) full time spent in post qualification experience as a professional Psychologist. Years in excess of the permitted three years for completion of the Post Graduate training or time not worked will not be taken into consideration when assessing the five years’ experience requirement**.** **Please note that you must have achieved the 5 years’ experience at application stage.**Please detail below (in months) your experience to date that demonstrates your fulfilling of the above eligibility criteria.*Please note that the information supplied here will be taken into consideration in determining your eligibility and / or a ranking exercise for this campaign* |
| From Date (DD/MM/YY)  | To Date(DD/MM/YY) | Average Monthly Hours  | Total Months  | Employer | Title of Post \* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Cumulative Months |  |

|  |
| --- |
| **Category B: if you are currently employed in a basic grade or above psychology post in a named publically funded psychological service commencing during the period between October 2002 and 31st January 2021, please complete this section.** |
| Please provide details of your employment in a named publicly funded psychologist service See Note 1 (below) |
| From Date (DD/MM/YY) | To Date(DD/MM/YY) | Average Monthly Hours | Total Months | Employer | Title of Post |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. Please provide details of your recognised university degree or diploma (QQI Level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in the subject
 |
| Year of Qualification (dd/mm/yy) | College / Educational Institution | Course Title | Award i.e. 1:1, 2:1 |
|  |  |  |  |
| * I hold a recognised professional post-graduate qualification in the following Psychology discipline
 | Please tick as appropriate |
| Clinical Psychology |  |
| Counselling Psychology |  |
| Educational Psychology |  |
| I gained this recognised professional post-graduate qualification from the following programme |
| Year of Qualification (DD/MM/YEAR) | College / Educational Institute | Course Title | Award i.e. 1:1, 2:1 |
|  |  |  |  |
| For Professional Post Graduate Psychology Qualifications Awarded outside of the Republic of Ireland |
| If your professional psychology qualification was not awarded in the Republic of Ireland, have you received validation of your qualifications from the Department of Health (Ireland)?  | Yes | No |
|  |  |
| Under Directive 2005/36/EC my professional psychology qualification has been recognised by the Department of Health (Ireland) to be considered for employment in the Irish publically funded health sector for the following discipline of psychology – *tick as appropriate* |
| Clinical Psychology |  | Counselling Psychology |  | Educational Psychology |  |
| Date of validation (dd/mm/year) |  |
| Candidates must have at least five years satisfactory postgraduate experience in the area of professional psychology. The five years (60 months) experience must comprise of no more than three years (36 months) of which was spent in gaining the post-graduate professional qualification and no less than two years (24 months) full time spent in post qualification experience as a professional Psychologist. Years in excess of the permitted three years for completion of the Post Graduate training or time not worked will not be taken into consideration when assessing the five years’ experience requirement**.** **Please note that you must have achieved the 5 years’ experience at application stage.**Please detail below (in months) your experience to date that demonstrates your fulfilling of the above eligibility criteria.*Please note that the information supplied here will be taken into consideration in determining your eligibility and / or a ranking exercise for this campaign* |
| From Date (DD/MM/YY)  | To Date(DD/MM/YY) | Average Monthly Hours  | Total Months  | Employer | Title of Post \* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Cumulative Months |  |

***Note 1.*** *Psychological services delivered or funded by the Department of Health, Department of Justice, Department of Education and the Department of Children, Disability, Equality and Integration aimed at improving the mental, physical or social health or wellbeing of the clients they serve. Please note, agency staff do not fall into this category and should apply under Category C*

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| **Category C: Employed 31st January 2021 to the 30th September 2026.)** **If you are an applicant who does not meet Category A or Category B above, please complete this section.** |
| Please provide details of your recognised university degree or diploma (QQI Level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in the subject  |
| Year of Qualification (dd/mm/yy) | College / Educational Institution | Name of Course | Award i.e. 1:1, 2:1 |
|  |  |  |  |
| * I hold a recognised professional post-graduate qualification in the following Psychology discipline
 | Please tick as appropriate |
| Clinical Psychology |  |
| Counselling Psychology |  |
| Educational Psychology |  |
| I gained this recognised professional post-graduate qualification from the following programme |
| Year of Qualification (DD/MM/YY) | College / Educational Institute | Course Title | Award i.e. 1:1, 2:1 |
|  |  |  |  |
| For Professional Post Graduate Psychology Qualifications Awarded outside of the Republic of Ireland |
| If your professional psychology qualification was not awarded in the Republic of Ireland, have you received validation of your qualifications from the Department of Health (Ireland)?  | Yes | No |
|  |  |
| Under Directive 2005/36/EC my professional psychology qualification has been recognised by the Department of Health (Ireland) to be considered for employment in the Irish publicly funded health sector for the following discipline of psychology – *tick as appropriate* |
| Clinical Psychology |  | Counselling Psychology |  | Educational Psychology |  |
| Date of validation (dd/mm/yy) |  |
| Candidates must have at least five years satisfactory postgraduate experience in the area of professional psychology. The five years (60 months) experience must comprise of no more than three years (36 months) of which was spent in gaining the post-graduate professional qualification and no less than two years (24 months) full time spent in post qualification experience as a professional Psychologist. Years in excess of the permitted three years for completion of the Post Graduate training or time not worked will not be taken into consideration when assessing the five years’ experience requirement**.** **Please note that you must have achieved the 5 years’ experience at application stage.**Please detail below (in months) your experience to date that demonstrates your fulfilling of the above eligibility criteria.*Please note that the information supplied here will be taken into consideration in determining your eligibility and / or a ranking exercise for this campaign* |
| From Date (DD/MM/YY)  | To Date(DD/MM/YY) | Average Monthly Hours  | Total Months  | Employer | Title of Post \* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Cumulative Months |  |

***Category C continued***

Please note no changes can be accepted for your care group choice/s after the closing date and time for the submission of application forms

|  |
| --- |
| **Adult Psychology - Supervised Placement 1 or Post Qualification Work Experience 1**\*By filling in this section, you are selecting the care area “Adult Psychology”. |
| From Date (dd/mm/year) | To Date (dd/mm/year) | Please clearly mark which one of the below you are choosing to demonstrate your eligibility  |
|  |  | Supervised client contact hours | OR | Supervised clinical placement days | OR | Post Qualification Work Experience |
|  |  |  |
| Health setting please tick as appropriate: |
| Statutory & Voluntary Public Health Service | Private Organisation | Voluntary Organisation | Other (please specify) |
|  |  |  |  |
| Name of Health Setting:*Please ensure you provide the name of the setting as given on the official letterhead of the organisation / agency* |  |
| I was a direct employee of the above Health Setting | Yes |  | No | Self Employed |  |
| Student |  |
| Address of Health Setting: |  |
| Name of Supervisor: |  |
| Job title / Position of Supervisor: (e.g., Senior/Principal Psychologist) |  |
| Qualification of Supervisor: |  |
| Please demonstrate how your placement / post qualification work experience provided / will provide you with opportunities to acquire skills / apply assessment, formulation, intervention, evaluation and reporting with a range of clinical problems in terms of complexity and severity seen within the Adult Psychology population. Further information and documentation may be required and requested as part of the recruitment process in order to determine your eligibility. |
|  |

***Category C continued***

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| **Adult Psychology - Supervised Placement 2 or Post Qualification Work Experience 2**\*By filling in this section, you are selecting the care area “Adult Psychology”.  |
| From Date (dd/mm/year) | To Date (dd/mm/year) | Please clearly mark which one of the below you are choosing to demonstrate your eligibility  |
|  |  | Supervised client contact hours | OR | Supervised clinical placement days | OR | Post Qualification Work Experience |
|  |  |  |
| Health setting please tick as appropriate: |
| Statutory & Voluntary Public Health Service | Private Organisation | Voluntary Organisation | Other (please specify) |
|  |  |  |  |
| Name of Health Setting:*Please ensure you provide the name of the setting as given on the official letterhead of the organisation / agency* |  |
| I was a direct employee of the above Health Setting | Yes |  | No | Self Employed |  |
| Student |  |
| Address of Health Setting: |  |
| Name of Supervisor: |  |
| Job title / Position of Supervisor: (e.g., Senior/Principal Psychologist) |  |
| Qualification of Supervisor: |  |
| Please demonstrate how your placement / post qualification work experience provided / will provide you with opportunities to acquire skills / apply assessment, formulation, intervention, evaluation and reporting with a range of clinical problems in terms of complexity and severity seen within the Adult Psychology population. Further information and documentation may be required and requested as part of the recruitment process in order to determine your eligibility. |
|  |

***Category C continued***

|  |
| --- |
| **Adult Psychology - Supervised Placement 3 or Post Qualification Work Experience 3**\*By filling in this section, you are selecting the care area “Adult Psychology”. |
| From Date (dd/mm/year) | To Date (dd/mm/year) | Please clearly mark which one of the below you are choosing to demonstrate your eligibility  |
|  |  | Supervised client contact hours | OR | Supervised clinical placement days | OR | Post Qualification Work Experience |
|  |  |  |
| Health setting please tick as appropriate: |
| Statutory & Voluntary Public Health Service | Private Organisation | Voluntary Organisation | Other (please specify) |
|  |  |  |  |
| Name of Health Setting:*Please ensure you provide the name of the setting as given on the official letterhead of the organisation / agency* |  |
| I was a direct employee of the above Health Setting | Yes |  | No | Self Employed |  |
| Student |  |
| Address of Health Setting: |  |
| Name of Supervisor: |  |
| Job title / Position of Supervisor: (e.g., Senior/Principal Psychologist) |  |
| Qualification of Supervisor: |  |
| Please demonstrate how your placement / post qualification work experience provided / will provide you with opportunities to acquire skills / apply assessment, formulation, intervention, evaluation and reporting with a range of clinical problems in terms of complexity and severity seen within the Adult Psychology population. Further information and documentation may be required and requested as part of the recruitment process in order to determine your eligibility. |
|  |

**EDUCATIONAL ACHIEVEMENTS**

**Please list your second level and any (additional) third level educational achievements.**

**Please refer to the QQI website,** [**https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications**](https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications)**, to determine what level your qualification(s) is at on the National Framework of Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates****From/To** | **Educational Institution** | **Conferring****Body** | **Course of Study** | **Qualification Level on the NFQ** *(Please insert n/a if not applicable to your Course of Study)* | **Qualification Achieved** |
|  |  |  |  |  |  |
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### CAREER OVERVIEW

Please ensure your full 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** | **To** | **Title** | **Employer** |
|  |  |  |  |
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**Competency Relevant to Care Group Choice**

***To be completed by all applicants – Category A, B & C***

**Please refer to Appendix 1 and read page 3 & 4 of the Additional Campaign Information before completing this section of the application form. Please note we cannot accept changes to Care Group choice(s) after the closing date and time for receipt of applications.**

|  |
| --- |
| **Care Group – Adult Psychology****Please provide SPECIFIC DETAILS below to demonstrate your competency relevant to Adult Psychology care group, that you feel helps you meet the requirements for the role. Please note that the information supplied here will be taken into consideration should a shortlisting / ranking exercise occur for this campaign**  |
|  |

### Supplementary Questions 1 - 3

**A guide to completing supplementary questions is available in Appendix 1 of this application form. 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 1-3. 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 Supplementary Questions” Section. 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.**

|  |
| --- |
| **1. Planning & Organising** It is important for the **Senior Psychologist in Psycho-Oncology** to be able to plan and organise resources efficiently and effectively within a specified timeframe. The **Senior Psychologist in Psycho-Oncology** co-ordinates and schedules activities to ensure the smooth running of their area of responsibility and will effectively manage unexpected events. They are flexible and adaptable in approach to their workload.*In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **2. Building & Maintaining Relationships (including Team Skills & Leadership Potential)**The effective **Senior Psychologist in Psycho-Oncology** will demonstrate good interpersonal skills and the ability to build and maintain relationships. The **Senior Psychologist in Psycho-Oncology** demonstrates the ability to work well as part of a wider team, being approachable, helpful and supportive. They use diplomacy and tact in fraught situations and can diffuse tense situations comfortably. *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| 1. **Commitment to Providing a Quality Service (including Patient/ Customer Focus)**

An effective **Senior Psychologist in Psycho-Oncology** demonstrates a commitment to providing a quality service. The **Senior Psychologist Psycho-Oncology** is innovative and open to change in striving to ensure high standards in service delivery. They ensure that the service user is a key consideration at all times. They monitor and reviews their 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.* |
|  |

|  |
| --- |
| **4. Knowledge / Experience Relevant To The Role**Please provide below SPECIFIC DETAILS from your experience to date that you feel help you meet the requirements for this post as detailed in the Job Specification. Please note that the information supplied here will be taken into consideration in determining your eligibility and / or shortlisting / ranking for this campaign. *Please include dates i.e. from x date to x date, number of months, the name of the employer & Department you worked in, and details as to how you meet the requirements specified in the eligibility and ‘post specific requirements’ section of the Job Specification.* |

|  |  |
| --- | --- |
| **Date from – Date to****DD/MM/YY** | **Employer(s) & Department Name** |
|  |  |
| ***‘Please include in your answer knowledge related to cancer care and working in MDT’*** |

**General Declaration**

It is important that you read this Declaration carefully.

**Part 1:** Obligations Placed on Candidates who participate in The Recruitment Process.

The Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013 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 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.

* 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.”

**Signed:**

*(Name of Applicant)*

**Date:**

NB: 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. Failure to sign this declaration at interview will render it invalid.

### REFERENCES

**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. 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. References are required from an appropriate, direct line manager(s) who had clinical/ professional responsibility/ accountability for your supervision during the employment(s).

Please give the name, address, email address and occupation of three referees including your current manager who we can contact for references.

Referees should not be related to you.

References should not be submitted with this application form

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:**

**Equality Monitoring Form**

Candidates please note this data is for administrative records only, and **does not** form part of the information submitted to the interview board, or any portion of the appointments process.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name |  | Nationality |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Gender Male |  | Female |  |

**Applicant Checklist - Important**

We recommend that you check your application form carefully to ensure that you have included / clearly illustrated / answered:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Mobile Telephone NumberEmail AddressPostal AddressSkype Details | [ ] [ ] [ ] [ ]  | **Mandatory** |
| 2 | That the information you have provided with regard to eligibility to apply shows clear dates e.g. DD/MM/YY, education courses, job titles, college names, qualification titles | [ ]  |
| 3 | Supplementary Questions 1 – 4(Each question must be fully completed to ensure eligibility to progress in this campaign –  | [ ]  |
| 4 | 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. | [ ]  |
| 5 | That you have downloaded 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**

**Appendix 1**

**SUPPLEMENTARY QUESTIONS GUIDE**

**Information on completing the Supplementary Questions:**

In the supplementary questions section, you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for the position of **Senior Psychologist Psycho-Oncology Services Galway University Hospitals**. The skills and qualities are outlined in the Questions Areas 1 - 4.

All question areas must be completed and remember that you will be questioned on all areas at interview**.** The instructions below will help you to complete your answers, but you should also consider these instructions when you are preparing for interview.

For each Question Area 1 - 4, you are given a description of a skill or quality. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question.

The information you present here may form part of a ranking exercise process and may also be used to help structure your interview, if you are invited to one. A ranking exercise may apply based on the information you provide in your application form. This means that a ranking board will “rank” applicants based on information put forward in the supplementary questions section of your application form. Interviews may be held on a phased basis, inviting applicants to interview based on the position held in the ranking exercise. A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.

Therefore, compose your replies carefully in this section and try to structure what you write so that you give specific information about what youhave done - for example, do not simply say that “X was successful”, describe exactly whatyou did and how you demonstrated the skill or quality in question.

**Do not exceed the space allowed in the boxes.** One of the key skills required of the **Senior Psychologist Psycho-Oncology Services** is the ability to **write clearly and concisely and your written communication skills will be assessed against what you write on your application form**.

For each example please include the following:

**(a)** **the nature of the task, problem or objective;**

**(b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it);**

**(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.**

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

Notes:

* You may use a word processor to reproduce these pages and type your replies
* It is recommended that you keep a copy of this section of the application form

Guidelines for Completing the Supplementary Questions

Supplementary Questions are designed to help you to present **relevant evidence** in order that decision makers can evaluate how well you ‘fit’ the requirements of a particular role. Relevant evidence is usually drawn from your work experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against **specific skills** required for effective performance in the role. To do this they need you to give enough detail so that they can tell **what you actually did** and **how you did it.**

The people doing the screening **will not** assume that you demonstrate a skill at the right level just because of your current role, length of experience or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks.

So, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe **how** you reached relevant decisions.

Some guidelines for presenting yourself well are given below:-

* **Give specific examples** – most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did**.This detail might include information about timescales, the number of people involved, budgets etc. It can help to use bullet points to that the sequence of events is clear to the reader.
* **Give a range of examples** – if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.
* **Be concrete rather than theoretical** – a clear description of **how you actually behaved** in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.

# Examples on how to complete this section of the application form

**Skill Area: Communication Skills:** *able to adapt your communication style to particular situations and audiences….. able to produce clear and concise written information….*

***Example 1:*** *I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients’ needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. As a result of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.*

***Example 2:*** *(a) The unit I was attached to was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases the management report was publicly available and was subject to a great deal of scrutiny. A new style/format of management letter needed to be developed for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.*

*(b) I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just 10. I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients and included more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations I encouraged clients to ask questions and develop their understanding of the issues at hand.*

*(c )The summarised management report and improved presentations were seen as a success by the clients, who with exception, in responding to an evaluation survey, found the new format/style better than the previous, and all requested that the revised system should be continued. 80% credit*

**Example 1 (above):**

This is **not** a good example because it:

* does not give sufficient details of exactly what the person did or how they actually demonstrated their *“ effective communications skills”*
* also, it is not clear where the information requested at (a), (b) and (c) (supplementary section) is presented.

**Example 2 (above):**

This is a **better** example because it:

* describes exactly what the person did and how they communicated, for example

***“…..consultation, mainly over the phone and face-to face” & “developed a format for a summarised report, reducing the average length from 40 pages to just 10” “achieved this through careful editing of the information and increased use of graphs”. “encouraged clients to ask questions”***

* also, it is clearer where the information requested at (a), (b) and (c) of the supplementary question section is presented.

**Reminder:**

**Once you have completed Question Areas 1 - 4, you should progress to Question Area 4 - an Experience Question. Please note that all 4 areas must be completed at the time of application.**