

**Additional Campaign Information**

**NRS14678 Midwifery Sponsorship Programme**

Dear Candidate,

Thank you for your interest in this role. The HSE has ongoing opportunities for Qualified Midwives. In order to meet this requirement it is the intention of the National Recruitment Service (NRS) to form a panel as a result of this recruitment campaign from which sponsorship places on the 2025 Higher Diploma in Midwifery Sponsorship Programme will be filled.

Successful candidates will undertake the Higher Diploma in Midwifery Programme at University Limerick (UL), University College Cork (UCC), Dundalk IT (DKIT) or University of Galway (UG). This is an 18 month, full-time programme which is scheduled to commence in September 2025.

In line with HR Memo 009/2025, the HSE will be offering each of the midwives who graduate from the 2025 Higher Diploma in Midwifery sponsorship programme permanent contracts (circa March 2027)

Successful applicants for sponsorship will be required to give a written undertaking to their sponsoring area, that they will, following successful completion of the programme, immediately register as a Midwife with the Nursing & Midwifery Board of Ireland (NMBI) and take up employment as a full time or part time/pro rata capacity Midwife for a period of not less than 18 months from the date of registration with the NMBI.

In this document we lay out the regulations by which the campaign will run. It outlines what we require from you and in what format we require it, it also explains what will happen after the interview process and how the panel will be managed.

Please ensure to pay particular attention to the documents that are required to apply for the programme and to ensure you pay particular attention to the campaign timescales for both HSE and HEI requirements**.**

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.

1. You should pay due attention to the “Professional Experience” section of your application with regard to demonstrating your eligibility. If you do not provide sufficient evidence of your eligibility your application will not be processed further. If you accept a Sponsorship placement you will be required to **submit verification of your service to our contracting department**.
2. A shortlisting exercise may apply based on the information you provide in your online application. This means that a shortlisting board comprised of Directors/ Assistant Directors of Midwifery Nursing will shortlist applicants based on information put forward in the online application. Please note the criteria for shortlisting is 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. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.
3. Appointment to the sponsorship programme will be subject to your verification of service form & satisfactory references

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 submit a fully completed Application Form particular to this post by email only.**
* Proposed interview dates are outlined in the job specification but these are subject to change. Please note you may be called forward for interview at short notice**.**
* There is no need to sign emailed applications; we will request candidates to sign their application form at a later stage.
* 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.
* Email applications will receive a response within 2 working days, which will let you know that we received your email. Please note a delivery receipt from your email provider should not be accepted as validation that the NRS has received your email.  Only a response from the email address to which you sent your email is confirmation that the NRS has received your email.**Therefore, if you have not received an email response from the NRS within 5 working days, we highly recommend that you contact us by emailing** **apply.midwifery@hse.ie** **to verify that your email has been received.**
* To ensure that the NRS has no issue in viewing your email, please ensure that you do not mark your email private before submitting it.  For example if you are using Microsoft Outlook you can check the setting by clicking *File*, then *Properties* and ensuring the *Sensitivity* setting is Normal and not Private.

      

* 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, you have sent the wrong version of your application form, have no internet access etc. or that you have not attached requested relevant supporting documentation, etc. you will not be processed further.
* As we are only accepting applications by email applications must be submitted as a Microsoft Word format only. Applications stored on personal online storage sites, e.g. OneDrive, Cloud, Dropbox, Google Drive etc. will not be accepted, applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when emailing your application. **In order to ensure that your email is not quarantined your email attachments should not exceed a 3mb limit. If you are required to submit supporting documentation with your application form which exceeds 3mb you must reduce the size of the documentation by compressing (zip) the documents otherwise your email may not be received by the closing date of the campaign.**
* To ensure that you do not miss out on any email communication it is highly recommended that you check your spam and junk folder on a regular basis
* The National Recruitment Service can only accept complete applications received by the closing date and time of **Tuesday 8th April 2025 at 12:00 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.

Please note that the National Recruitment Service will mainly contact you by email therefore it is most important that your email address is included on your application form. It is your responsibility to ensure you have access to your emails. 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.

1. **How will the selection process be run?**
* The purpose of this recruitment and selection process is to fill Sponsorship places on the **2025 Higher Diploma in Midwifery Nursing Programme** and helpmeet future service requirements for Midwifery within the HSE. **The course commencement date is Monday 1st September 2025.**
* 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 invited to interview will be given more details regarding the interview at a later date.**
* Candidates who are successful at interview will be placed on a panel in order of merit.
* 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.

Please refer to the link below for further information on:

* What to Expect – when applying for a job in the HSE
* What to Expect – the Recruitment Journey

<https://www.hse.ie/eng/staff/jobs/recruitment-process/>

We recommend that you visit <https://www.hse.ie/eng/staff/jobs/>  on regular basis to ensure you are aware of the wide range of HSE career opportunities.

1. **Where are the sponsorship places located?**

Students will be obliged to undertake their clinical placements as specified by their Sponsoring Area. These clinical placements are located in the areas listed below.

|  |
| --- |
| **Midwifery Sites**  |
| Our lady of Lourdes Hospital Drogheda / DKIT |
| Cavan General Hospital / DKIT |
| Cork University Maternity Hospital / CUH |
| University Maternity Hospital Limerick / UL |
| University Hospital Galway / UG |
| Letterkenny University Hospital / UG |
| Mayo University Hospital / UG |
| Portiuncula University Hospital / UG |
| Sligo University Hospital / UG |

**Please note:** Candidates will be asked in their application form to rank the sponsoring areas in order of preference. Candidates can identify a maximum of 9 sponsoring areas in their application form. In order to maximise your prospects of securing a sponsorship it is advisable to identify more than one sponsoring area. Offers will be made to candidates on the panel in order of merit and according to sponsorship places available in their chosen sponsoring area. There is no guarantee that, should you be successful at interview, you will be offered a sponsorship

1. **Interview Notes**

It should be expected that interview board members will take notes during each interview.  These notes are created by and for the interview board member for use as an aide memoir to support board discussions.  In keeping with process transparency, the relevant interview notes can be provided to a candidate on request.  Where notes are provided these will be copies of the original handwritten sheets, typed copies are not created and therefore cannot be provided.  It is important to remember the sole purpose of any notes produced, a verbatim or complete record of the interview overall should therefore not be expected.

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. Sponsorship places will then be offered to the panel in the following order:

* **First criterion** - order of merit on the panel.
* **Second criterion** - sponsorship place available in your chosen sponsoring area (you can identify a maximum of 9 Midwifery areas in your application form).

If you are successful, you will be offered your highest preference placement that is available. Where your highest preference is not available, your next identified preference is offered where available.

This process will be repeated until all your preferences are exhausted.

If none of your preferences are available, you will be placed on the residual panel in order of merit.

**Please note that the option to defer sponsorship is not available.**

**Residual panel:**

* Where panelled candidates do not receive an offer of a sponsorship place they will be placed on a Residual Panel in order of merit.
* In the event that a candidate declines a sponsorship placement, an expression of interest will issue to all candidates on the Residual Panel. The person highest placed, who expresses an interest, will be offered the sponsorship placement.
* Original preferences are not considered at this stage.

**Marking System**

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

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 3 b. 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.

|  |
| --- |
| **Scoring Guide**  |
| **Little Evidence**of this key skill area presented | **Adequate / Satisfactory**evidence of this key skill area presented | **Good**evidence of this key skill area presented  | **Strong**evidence of this key skill area presented  |
| **1 – 39** | **40 - 69** | **70- 89** | **90 - 100** |

The above Scoring Guide is provided to illustrate the breakdown of the Scoring Bands used by the Interview Board when scoring a candidate following interview.  It is important to note that the description used to identify each of the Scoring Bands is for illustrative purposes only and the wording could vary slightly on your interview marking sheet.  For example if you received a score anywhere between 40 – 69 for a competency area, the comment on the interview marking sheet might include the word sufficient / adequate/ satisfactory / reasonable or other variation to describe the evidence presented by the candidate in answer to the question they were asked.

1. **Acceptance / Declination of a Recommendation to Proceed**
* Candidates who are offered a sponsorship placement, will be notified of their Geographical Area via email.
* It is your responsibility to ensure you have access to your, mobile voice mails, text messages and emails.
* Should you be offered a sponsorship you will be offered only one Geographical Area. If you decline this offer you will be moved to the end of the residual panel. You will no longer retain your original panel placement.
* You will have 48 hours in which to accept a sponsorship offer. Should there be subsequent rounds of offers the timeframes for accepting sponsorship offers may be shorter and will be clearly indicated at offer stage.
* Please note that the option to defer sponsorship is not available.
* Please refer to Appendix 6 for a full outline of the panel management rules.
1. **Campaign Time Scales**

The closing date for receipt of completed applications is listed in the Job Specification.

Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**

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 National Recruitment Service 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.

1. **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 National Recruitment Service 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 the NRS 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 Corinna Clancy, Campaign Lead (Corinna.Clancy@hse.ie) within **5 working days** of receipt of a decision.

**Formal Review/Complaint**

Request must be submitted by email to Michelle Nolan, Formal Appeals Officer recruitmentappeals@hse.ie) within **5 working days** of receipt of a decision.

1. **HSE Privacy Policy**

The National Recruitment Service is committed to protecting your privacy and takes the security of your information very seriously. The National Recruitment Service aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE NRS Candidate Privacy Policy, is available at [HSE NRS Candidate Privacy Statement](https://www.hse.ie/eng/staff/jobs/recruitment-process/candidate-privacy-notices-for-candidates-in-recruitment-process.html)

1. **How National Recruitment Services will contact you**

Please note that the National Recruitment Service will contact you by methods such as email, phone, SMS, or by post therefore it is most important that all your contact detail are included on your application form.

It is your responsibility to ensure you have access to your emails. 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.

To reduce the possibility of emails from the NRS team being directed to spam we recommend that you add the HSE Domain to your WHITELIST or safe senders list in your email domain. Due to the number of domain providers we are unable to provide a single instruction on this so we recommend that you research this for your particular domain.

1. **How to contact National Recruitment**

For any queries regarding the Recruitment process please contact the NRS Help Desk on:

**Tel:** 0818 473677 (for candidates calling from outside Ireland +35341 6859506)

or by **email** on: asknrs@hse.ie

For queries specifically relating to the role please contact the named person on the Informal Enquiries section on the Job Specification

1. **Support modules for candidates engaging in the HSE Recruitment process**

Three support modules, for candidates engaging in the HSE recruitment process, are now available on the HSE Website. You can access the modules by using the following link <https://www.hse.ie/eng/staff/jobs/recruitment-process/>

The eLearning modules are also available on HSEland. They can be accessed by entering ‘*Getting a Job in the HSE*’ in the search function.

**Appendix 1**

**Candidates must by the closing date for receipt of applications:**

* Be registered in the General Division of the Register of Nurses maintained by the Nursing and Midwifery Board of Ireland (NMBI) or entitled to be so registered
* Candidates who are currently registering with the NMBI: should you be offered sponsorship, you will be required to submit your NMBI registration to apply.midwifery@hse.ie by 04th August 2025. Seeking registration is the responsibility of the candidate. Please note registration can take a period of time. For further details on registration please see [www.nmbi.ie](http://www.nmbi.ie)

**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

**Age**

The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.

***\* Public Servants not affected by this legislation:***

Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.

Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.

Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland).

**Appendix 2**

**Sponsorship Agreement**

**HSE Sponsorship of Higher Diploma in Midwifery (2025 intake)**

**AGREEMENT** made **BETWEEN** **HSE (**hereinafter called the MaternityHospital**)** and

(Hereinafter called ‘the Student’).

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1. The Student is undertaking the Higher Diploma in Midwifery [hereinafter called ‘the Course’] at **(name) Maternity Hospital. The Maternity Hospital** is in a position to appoint the Student in a temporary capacity as a student Midwife attached to (Maternity Hospital) and (HEI)**.**  Should the Student hold a permanent post within the Public Health Service, s/he will retain the permanent status of their substantive post while training as a midwife. On successful completion of the course, the Student’s entitlement to return to their previous substantive post within the Public Health Service will cease.
2. The Maternity Hospital as part of it’s commitment to the provision of sponsorship to the Student will pay the student their current point on the staff nurse salary scale on entry into the programme, based on verified nursing service. Participants will retain their incremental credit date and will be granted incremental credit, if applicable, during this programme.
3. In return for the sponsorship received, the Student agrees and undertakes, at the successful conclusion of the Course, to register as a Midwife with the Nursing & Midwifery Board of Ireland (NMBI) and to accept an initial assignment as a full-time or part time/pro rata Midwife for a period of not less than 18 months from the date of registration with the Nursing & Midwifery Board of Ireland. This initial 18 month assignment must be undertaken in the sponsoring Maternity Hospital.
4. As per HR Memo 009/2025, the HSE is now offering graduates from this programme a permanent contract.

In consideration of the provision of the sponsorship it is now agreed between the parties as follows:

1. **OBLIGATIONS OF THE STUDENT:**

1. The Student will attend in full the programme of training with proper diligence and will undergo such examinations and tests as may be prescribed in or required by the Course curriculum in order to obtain the postgraduate higher diploma.
2. The Student will be required to provide the Maternity hospital with a copy of his/her examination results at the end of each academic term.
3. The Student must adhere to all HSE policies and procedures. Annual leave may only be taken outside of academic semesters and in accordance with service needs.
4. The Student, who heretofore, was employed on a part-time basis and who is awarded sponsorship for this full time course, leading to registration as a midwife with Nursing & Midwifery Board of Ireland (NMBI), will be required to become a full time employee for the duration of the Course and, if applicable, for the duration of the service commitment. Following successful completion of the Course, he/she may, with the prior agreement of their Director of Midwifery, revert to working part-time (provided the part-time work is not less than half time).
5. All additional costs, charges and expenses, including uniform, travel, textbooks and library charges, incurred by the Student undertaking the Course will be discharged by the Student at his/her own expense.
6. Upon successful completion of the Course the Student will be eligible for registration as a midwife with Nursing & Midwifery Board of Ireland (NMBI).
7. The Student undertakes to their sponsoring public health service agency that he/she will immediately, upon successful completion of the Course and registration with NMBI, fulfil the terms of their service commitment.
8. If the Student does not complete the course or ceases employment, he/she will be required to repay both course registration and tuition fees and the portion of the salary received by him/her during the theory element of the Course (refer to Circular 004/2011).
9. A Student absenting themselves and/or failing to complete the Course due to unforeseen or exceptional circumstances, may be facilitated at the discretion of the sponsoring public health service agency and the higher education institute to complete the course and examinations in such a manner as may be specified. No funding will be provided for repeat tuition or examination fees; such costs must be borne by the student concerned.

2. **OBLIGATIONS OF THE Maternity Hospital**

1. The Maternity Hospital, subject to the compliance of the Student with the terms of this agreement, will sponsor the Student at the appropriate validated pay rate while studying for the Higher Diploma in Midwifery.
2. The Maternity Hospital will also pay the course fees levied by the College in respect of the Student’s attendance on the programme.
3. The Maternity Hospital will provide clinical placements in accordance with the requirements of the course.
4. The Maternity Hospital will grant the Student their annual leave entitlements through the period of the course. However, annual leave may only be taken outside of academic semesters and in accordance with service need.
5. The Maternity Hospital reserves the right to contact the Higher Education Institute regarding the Student’s attendance record and performance on an ongoing basis.
6. HR Memo 009/2025 supersedes HSE Circular 004/2011 in relation to the service commitment element for the 2025 Higher Diploma in Midwifery Intake. The HSE is now offering each of the midwives who graduate from the 2025 Higher Diploma in Midwifery Sponsorship programme a permanent contract

I hereby accept my place on the HSE Higher Diploma in Midwifery Programme (2025 intake)

**I have read and understand the Terms and Conditions under which I am accepting the sponsorship place.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Student:**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **For National Recruitment Service, on behalf of Maternity Hospital (HSE)**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 3**

(i) **Are you an EEA/Swiss or British National?**

**Applicants who are EEA nationals, Swiss nationals or British nationals do not require work permits / visas**

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:

1. 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 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6 showing you have permission to be in this State**.**

**OR**

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, Stamp 6.

**OR**

1. For permissions related to your graduate or marital/partnership status 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 1G  showing you have permission to be in this State.

**OR**

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

**And**

* A scanned copy of your spouse’s passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit.

**Or**

* A scanned copy of both the front and back of your spouse’s current Irish Residence Permit showing Stamp 4 **and** a copy of their Critical Skills Employment Permit.

**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 2, OR a scanned copy of both the front and back of their current Irish Residence Permit (IRP) showing Stamp 2.

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

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

More information for non-EEA applicants resident in the State visit [Department of Justice Immigration Permissions](https://www.irishimmigration.ie/registering-your-immigration-permission/information-on-registering/immigration-permission-stamps/#783c0f58d65d5b335)

**Please note:**

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. At the time of application you will need to submit documentary evidence which confirms your refugee status

**Appendix 4**

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 National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

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 excluding Northern Ireland, 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 disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

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

**United Kingdom**

<https://www.acro.police.uk/s/>

https://www.police.uk/pu/your-area/ 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).

**Australia**

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

**New Zealand**

https://www.justice.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note thatvalid Security/Overseas Clearance from the USAmust be obtained from the **FBI** **only,**

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

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.

Candidates 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**

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.

**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 to Proceed**: 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.

**Expression of Interest**

* An “Expression of Interest” is an invitation offering you the opportunity to express your interest in a post.  It should not be considered a job offer. This will outline the details of the position in terms of location, tenure, job title, 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. You will be made aware by an “alert” text to your mobile phone to advise you that an expression of interest has issued.
* “Expression of Interest” invitations have a deadline and once the deadline has passed, no further expressions of interest will be accepted. The deadline will be outlined to you in the email
* Expression of Interest responses will only be accepted in the format that is outlined in the “Expression of Interest” invitation
* HSE National Recruitment Services may issue “Expression of Interest” invitations to more than one candidate on a panel at a time
* Following “Expression of Interest” responses and deadline, the candidate who expressed  interest in the post **and** is highest in order of merit will be given a “Recommendation to Proceed invitation” to progress to the next stage of the recruitment process (pre-employment clearances)
* If you respond to an “Expression of Interest” invitation with “Interested” and you are not the highest in order of merit on the “Expressed Interest list” your position on the panel will remain unchanged
* If you respond to an  “Expression of Interest” invitation with “not Interested” your position on the panel will remain unchanged
* If you do not respond to an “Expression of Interest” invitation we will assume that you do not wish to express an interest in the position and your position on the panel will remain unchanged
* If the person who is highest in order of merit on the “Expressed Interest list” progresses to Recruitment clearances and subsequently withdraws we may revert to the next highest person in order of merit on the “Expressed Interest list” or depending on the time that has lapsed we may issue a new “Expression of Interest”

**Recommendation to Proceed**

"Recommendation to Proceed" invitation offers you the opportunity to progress to the next stage of the recruitment process i.e. pre-employment clearances”. It should not be considered a job offer. This will outline the details of role in terms of location, tenure, job title, Hiring Manager etc. You will be made aware by an “alert” text to your mobile phone to advise you that a ‘recommendation to proceed’ has issued.

It is important that you read these advisory notes before you commit to accepting the Recommendation to Proceed invitation” to progress to recruitment clearances as your decision may have an impact on your status on the panel.

If you advise the National Recruitment Service that you wish to proceed to the next stage of the Recruitment Process i.e. pre-employment clearances, the following rules apply based on the role that you are progressing with:

**If you agree to progress with a Specified Purpose Post**

* You will no longer be eligible for any further “Expressions of Interests” for Specified Purpose posts, however, you will keep your place on the panel for “Expressions of Interests” for Permanent Posts.
* and you later decline during the pre-employment clearance stage you will keep your place on the panel for both Specified Purpose and Permanent posts

**If you agree to progress with a Permanent Post**

* You will no longer be eligible for any further expressions of interest and will be removed from the panel
* and you later decline during the pre-employment clearance stage you will remain removed from the panel

**Please note the following important information:**

* “Recommendation to Proceed” responses will only be accepted in the format that is outlined in the “Recommendation to Proceed” invitation.
* “Recommendation to Proceed” invitations have a deadline and once the deadline has passed, no further responses will be accepted. The deadline will be outlined to you in the email.
* No contractual obligation is formed by through the “Recommendation to Proceed invitation” therefore we strongly advise that you do not hand in your notice at this time***.***
* HSE Recruitment posts are subject to budgetary approval, satisfactory references, appropriate registration, security and medical clearances which will be sought as required.
* The HSE reserves the right to withdraw a recommendation to proceed if not satisfied with all aspects in this regard.
* The HSE determines the merit, appropriateness and relevance of references.
* A contract of employment is only valid when received in writing and signed by both parties (i.e. candidate and HSE).
* If you take up employment in a Specified Purpose post, you can advise NRS by email to asknrs@hse.ie when you are within three months of the end of your contract. We will then activate you on the panel again for Specified Purpose “Expressions of Interests”

**Appendix 7**

**Request for an online Interview**

The National Recruitment Service endeavours to accommodate eligible applicants with an online interview who have a medical need or 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 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 / doctors cert. Whichever you wish to submit must show your name, your address and must be from a recent date (within 2 months of the closing date).

Applicants requesting an online interview must detail their request on their application form and submit the following documentation with their application form:

1. Evidence of residence (a scanned copy / photograph as outlined above)
2. A copy of your current passport (photographic page)

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 online interviews**

* Applicants invited to attend an online interview will be informed that they will be interviewed through this medium.
* The National Recruitment Service will then issue applicants with a link to access their online interview
* If you do not receive the link to access your online interview, it is your responsibility to notify the National Recruitment Service by email to **Apply.midwifery@hse.ie** quoting the Campaign Reference Number.
* Please note interview times will be conducted during working hours (GMT Ireland)
* Candidates attending online interviews will be required to show the photographic page of their Passport to the screen at the commencement of the interview. Candidates will be asked to confirm that they have read and understood the General Declaration on the Application form and this information will be recorded in the notes. This is in the absence of the candidate being at the interview in person to sign their application form.
* On the day of your interview, please start your video call 10 minutes before your scheduled interview time to allow you to ensure that there are no issues with your equipment. Please note you will be hosted in a virtual lobby until the interview board admits you. Candidates should ensure that they are set up for the interview in a quiet room, with no distractions, similar to an interview environment. Please have your mobile on silent but close by in the event the Interview Board need to contact you.
* Please note that your interview will not be recorded and the recording of or use of recording equipment is strictly prohibited during the interview. Interviews may be delayed on the day for a number of reasons therefore please do not worry if the interview board do not invite you into the interview exactly at your scheduled time. They will invite you in as soon as they are ready for you.