

**Additional Campaign Information**

**NRS14751 Psychologist Staff Grade**

**National Supplementary Recruitment Campaign**

Dear Candidate,

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

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

1. **Who should apply?**

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

We welcome applications from 2025 Postgraduate students due to qualify no later than 31 December 2025. Applicants who are successful at interview and have completed their studies will remain dormant\* on the panel and will not be offered any posts until they can provide the required evidence to the National Recruitment Service that they are in receipt of their final qualification/validation. Along with the Application Form, these applicants will need to submit a letter from their placement supervisor to state that their placement has already commenced. We have supplied a template letter for completion at the back of the application form. Applicants who do not provide the necessary documentary evidence prior to the closing date and time for this recruitment campaign will no longer be considered applicants for this recruitment campaign.

 *\* Dormant = you retain your place on the panel but you are not contacted about opportunities*

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.
* The HSE welcomes applications from suitably qualified Non-EEA Nationals and will support successful Non EEA candidates in their application for a Work Permit as applicable.
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 will be indicated at a later stage. 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. **If you have not received an email response within 5 working days, we highly recommend that you contact the NRS via email to** **applyalliedhealth@hse.ie** **to verify that your email has been received.**
* 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 **Wednesday 21st May 2025 at 12 noon.** If you submit more than one application the last one received prior to the closing date and time is the version that will be considered.

Please note that the National Recruitment Service will only 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. **What do I need to consider at application stage?**

**Geography**

It is the intention of National Recruitment Service to form panels in order of merit and by Care Group, and that geographical choice will not play a part in panel formation. However, should there be an overwhelming volume of eligible applicants or an urgent service need we may be required to call applicants forward to the next stage of the process by geographic preference. This means that panels would be formed in order of merit by Care Group and geographical area. Please indicate your geographic preference on your application form. Please note we cannot accept changes to geographic choice after the closing date and time for the receipt of applications. Therefore you should choose the geographic area in which you would most like to work.

1. **Candidates on existing national panels**

If you are currently on the National Panel for Psychologist Staff Grade you will have received a separate communication by email. This communication will advise you as to whether or not the panel you are on is due to expire.

If the panel you are on is due to expire and you would still like to be considered for future Psychologist Staff Grade opportunities, you may wish to apply for this new supplementary campaign.

If the panel you are on is not currently due to expire, it will take precedence over the supplementary panel formed from on foot of this new campaign while it is in existence. Panels formed by NRS following a selection process will remain in place for a minimum of 12 months and may be extended up to a maximum period of 3 years in accordance with service need.

If your panel is due to remain but you still wish to be considered as an applicant for the new supplementary campaign (NRS14751), you have the option of removing yourself from the existing panel and re-applying for the new campaign. To remove yourself from the existing panel, you will need to email your request to our colleagues in Panel Management at alliedhealth@hse.ie before the closing date of the supplementary campaign i.e. by Wednesday 21st May 2025 at 12:00 noon. It is important for candidates to note that the primary panel will always take precedence. If you remove yourself from the existing panel and you are placed on the supplementary panel, all candidates on the primary panel will automatically have a higher order of merit than those candidates who will be placed on the supplementary panel created on foot of the new campaign.

1. **How will the selection process be run?**
* The purpose of this recruitment and selection process is to fill current and anticipated vacancies as provided in the job specification during the lifetime of the panel. A position on a panel is not a job offer and does not necessarily mean that you will be offered a post.
* You must complete the relevant application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
* A selection board of senior managers will assess your application form against the eligibility criteria to see how your individual experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore it is very important that you think about your experience in light of those requirements.
* There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.
* Any applicant who does not meet the eligibility criteria/ is not shortlisted will be informed of that decision and the reason why.
* **Candidates 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.
* If there is an existing panel in place this may take precedence over the newly formed panel for this campaign.
* Posts are offered to the candidate with the highest order of merit. Full details on how panels operate are available in Appendix 5.
* 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. **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. Subsequent vacancies are then expressed to the panel in order of merit. If the number one successful candidate that expressed an interest on the panel refuses the job offer, it is then offered to the second candidate who expressed interest on the panel. Once a panel is formed, it remains in existence for 1 year and may be extended.

**Care Groups**

A national panel will be formed based on the recruitment of candidates with relevant professional Psychology qualifications and experience and this panel will be divided into five sub panels to cover the following areas: Disability Child, Disability Adult, Adult Psychology, Child Psychology and Lifespan Primary Care.

You must select the specialty area/care group in which you are interested in working. The specialty areas/care groups are:

You must select the speciality area/care group in which you are interested in working. The speciality areas/care groups are:

1. Disability Child
2. Disability Adult
3. Adult Psychology Services
4. Child Psychology Services
5. Lifespan Primary Care

A further Care Group Area is identified as **Lifespan Primary Care**. In order to be eligible for positions in this Care Group, applicants must be successful at interview and panelled for both Adult Psychology Services **and** Child Psychology Services.

Candidates can apply for more than one care group and if successful at interview then they can be placed on multiple care group panels.

You cannot add a care group after the closing date and time for the submission of application forms. Eligible applicants will be interviewed based on their care group choices. If you do not specify at least one care group you will not be called forward to interview.

The panel is formed by order of merit by care group.

**Can all candidates be offered posts in all care groups?**

No, candidates will be offered posts in order of merit for the Care Groups for those areas for which they applied, are eligible to work in and were deemed successful at interview.

Should a candidate accept a permanent post of one care group then they will be automatically removed from the other Care Group panels.

If you are successful at interview posts will be offered as follows:

* Category A & B Applicants please read **Section A**
* Category C Applicants please read **Section B**

**Section A**

**Category A Applicants - Employed pre October 2002**

Candidates who have been employed before 25th October 2002 and are currently employed as a psychologist in the public health system; the HSE and agencies funded under Section 38 and Section 39 of the Health Act 2004, will be offered posts in the Care Groups as recommended by the interview board. You may be recommended for some or all of the Care Group areas by the interview board.

**Category B Applicants - Employed between October 2002 and 31st January 2021**

If you are currently employed in a named publically funded psychological service, you may be offered employment opportunities in all Psychology care groups for which you have applied, are eligible to work in and were deemed successful at interview.

**Section B**

**Category C Applicants - Employed 31st January 2021 to the 30th September 2026**

Category C Applicants with a clinical or counselling psychology qualification may be offered employment opportunities in all Psychology care groups for which they have applied, are eligible to work in and were deemed successful at interview.

Category C Applicants with an educational psychology qualification may be offered employment opportunities in the Psychology care groups for which they have applied, are eligible to work in and were deemed successful at interview.

**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.

**Future panels**

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

1. **Acceptance / Declination of a Recommendation to Proceed**

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel. Please see Appendix 5 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 Grainne Rooney, Campaign Lead (Grainne.Rooney3@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**

**Eligibility Criteria**

**We welcome applications from 2025 Postgraduate students due to qualify no later than 31December 2025. Applicants who are successful at interview and have completed their studies may remain dormant\* on the panel and may not be offered any post until they can provide evidence to the National Recruitment Service that they are in receipt of their final qualification/validation.**

**Candidates must have at the latest date of application:**

**Category A (Employed pre October 2002)**

Professional Qualifications, Experience, etc. Eligible applicants must:

1. 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

**And**

1. Demonstrate competence in the Care Group/s applied for

**And**

1. Possess the requisite knowledge and ability, including a high standard of suitability and ability, for the proper discharge of the office

**Category B (Employed between October 2002 and 31st January 2021)**

Professional Qualifications, Experience, etc. Eligible applicants must:

1. Be currently employed in a named publically funded psychological service\* ***See Note 1.***

**And**

1. Have a university degree or diploma (QQ1 level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in that subject

**And**

1. Have an Irish post-graduate professional psychology qualification accredited by the Psychological Society of Ireland in Clinical, Counselling or Educational Psychology

**Or**

An equivalent qualification from another jurisdiction validated by the Department of Health.

**And**

1. Demonstrate competence in the Care Group/s applied for.

**And**

1. Possess the requisite knowledge and ability, including a high standard of suitability and ability, for the proper discharge of the office

**Category C (Employed 31st January 2021 to the 30th September 2026)**

Professional Qualifications, Experience, etc. Eligible applicants must:

1. Have a university degree or diploma (QQ1 level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in that subject

**And**

1. Have an Irish post-graduate professional psychology qualification accredited by the Psychological Society of Ireland in Clinical, Counselling or Educational Psychology

**Or**

An equivalent qualification from another jurisdiction validated by the Department of Health.

**And**

1. Demonstrate competence in the Care Group/s applied for.

**And**

1. Applicants with a clinical or counselling psychology qualification must demonstrate that they have acquired in appropriate health settings, for the area / areas for which they wish to apply - Disability (Child and Adult), Child Psychology, Adult Psychology - either at least 60 days or equivalent supervised clinical placements as part of the professional qualification; or at least 60 days or equivalent post-qualification supervised work experience as a psychologist\* ***See Note 2.***

**Or**

Applicants with an educational psychology qualification must demonstrate that they have acquired in appropriate health settings for the area / areas for which they wish to apply - Child Disability, Child Psychology - either at least 60 days or equivalent supervised clinical placements as part of the professional qualification; or at least 60 days or equivalent post qualification supervised work experience as a psychologist\* See Note 2.

**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.

**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.

**Note 2**: Combinations of supervised clinical placement experience as part of the qualification and post qualification supervised work experience within a single care group area to give a total of 60 days are not acceptable.

**Validation**

Psychology qualifications awarded outside the Republic of Ireland must be validated by the Department of Health. Candidates who have completed a Psychology Qualification outside the Republic of Ireland and have not yet received validation of their qualification will be recorded as Dormant. This means that if they are successful at interview and placed on the panel, they will not receive any expressions of interest until they provide the National Recruitment Service with proof of validation of their qualification from the Department of Health.

Seeking validation of qualifications is the responsibility of the applicant. Please note validation can take a period of time. For more information on the process please refer to the DOH website, <https://health.gov.ie/about-us/recognition-of-qualifications/>

**PSI Placement Accreditation Standards**

Clinical Psychology: Each trainee should spend a minimum of 60 days per placement but overall trainees should be on placement for a minimum of 390 days of the total course time.

Along with your Application Form, you will need to submit a letter from your placement supervisor to state that your placement has already commenced. We have supplied a template letter for you to complete which you will find as part of your candidate pack.

You must attach a copy of the letter from your placement supervisor along with your application in order to be considered for the next stages (eligibility sift / interviews). Applicants who do not provide the necessary documentary evidence prior to the closing date and time for this recruitment campaign will no longer be considered applicants for this recruitment campaign.

**Appendix 2**

(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 3**

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 4**

**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 5**

**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 6**

**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 applyallied@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.

**Appendix 7**

Below is an illustrative list of health settings deemed appropriate for past campaigns. The illustration is not a finite list, as it is limited to placements as part of a post graduate qualification or post qualification work experience of the applicant pool for that role and past campaigns. Having undertaken a placement or having worked in one of these settings does not automatically deem a candidate eligible. The placement or post qualification work experience must meet the entirety of the eligibility criteria which requires that the placement must provide: the opportunity to work directly with a range of clinical problems in terms of complexity and severity seen within a care group population e.g. Child (0-18), Adult (Lifespan), Disability (Lifespan), have the relevant supervision and meet the minimum time requirements).

|  |  |
| --- | --- |
| **Care Group** | **Health Setting** |
| **Disability** **(Child and / or Adult)** | Ability West |
| Brothers of Charity |
| Central Remedial Clinic |
| Cheeverstown House |
| CoAction |
| Daughters of Charity |
| Developmental & ASD Psychology Services |
| Enable Ireland |
| HSE Disability Services |
| HSE Early Intervention Teams |
| HSE Mental Health Services |
| HSE Primary Care Services |
| HSE Regional Autism Service, Beechpark Services  |
| HSE School Age Teams |
| Kerry Intervention and Disability Services |
| Mid West Disability Services Early Intervention & School Age Teams |
| Muiriosa Foundation |
| Scope Victoria |
| Springtime Galway Early Intervention Services |
| St Catherines Association Ltd |
| St Gabriels School & Centre |
| St John of God |
| St Josephs Foundation |
| St Michaels House |
| Stewarts Care |
| Western Care Association |
| St Pauls, Beaumont |
| **Adult Psychology** | Falkirk & District Association for Mental Health |
| HSE Mental Health Services |
| HSE Primary Care Services |
| London and Maudsley NHS Foundation Trust Mental Health Unit The Ladywell |
| Mater Misericordiae / Community Adult Mental Health Service |
| NHS Forth Valley |
| Midway Services  |
| North Essex Partnership University NHS Foundation Trust |
| St James's Hospital Mental Health Services |
| St John of God Adult Mental Health Services |
| St John of God Cluain Mhuire Adult Mental Health Services |
| St. Patrick’s Mental Health Services’ Dublin |
| St Vincents University Hospital - Adult Clinical Psychology Service Fairview |
| Tees, Esk and Wear Valleys NHS Trust Integrated Learning Disability Team |
| **Child Psychology** | HSE Child & Adolescent Mental Health Services |
| HSE Primary Care Services |
| Lakes District Health Board Taupo Mental Health Child Adolescent and Family Services |
| Mater CAMHs (Dublin North City & County CAMHS) |
| Priory Private Hospital, Child & Adolescent Service, London |
| Tees, Esk and Wear Valleys NHS Trust Child & Adolescent Mental Health |
| Temple Street University Hospital Mental Health Services |

**Appendix 8**

**Illustration of how you might consider *BEST approaching* Section 1A or 1B of the application form**

**As a Trainee Psychologist (placement)**

My placement in the area of Adult Psychology consisted of 120 days as a trainee counselling psychologist under the direct supervision of a senior psychologist. This placement took place in a community mental health team (sector A of the HSE CHO Area 5) and formed part of my training as a Counselling Psychologist. During this placement I worked with adults across the age range 18 to 65. In addition was able to gain some experience with a number (ideally specify number) of older adult clients who attended a local older adult service as part of this placement. The community mental health team provided a multidisciplinary service to a broad range of clients with psychological difficulties and mental health disorders. I had the opportunity to gather experience and reach competency in the area of engagement, assessment, formulation, intervention and evaluation across a range of psychological disorder. These disorders included, Anxiety, Depression, OCD, the effects of trauma I also had the opportunity to co-facilitate a group intervention in the local acute inpatient unit. This placement allowed me to develop a significant range of practical and conceptual skills associated with working as a psychologist in adult mental health services. Through initially observing and thereafter taking on my own case load my supervisor observed my ability to deal with complex issues and make informed judgements, considering multiple sources of information. My competencies in assessment included using a variety of self-report measures, psychometric assessments and personality assessments. In this placement I have gained competencies to provide interventions within a framework of evidence based practice these included Cognitive Behaviour Therapy, Family Behaviour Therapy and Interpersonal psychotherapy.

**As a Qualified Psychologist (work experience)**

I have been working as a Psychologist Staff Grade in a community mental health team (sector A of the HSE CHO Area 5) for the past three years, under the direct supervision of a senior psychologist. My caseload involves working with adults across the age range 18 to 65. This includes working with a number (ideally specify number) of older adult clients who attend a local older adult mental health service. The community mental health team provide a multidisciplinary service to a broad range of clients with psychological difficulties and mental health disorders. Working with clients across a wide range of disorders including Anxiety, Depression, OCD, the effects of trauma, I provide the appropriate engagement, assessment, formulation, intervention and evaluation across a range of psychological disorder. My current role includes the facilitation of a group intervention in the local acute inpatient unit. My current role allows me to work across a significant range of practical and conceptual skills in adult mental health services. I engage fully in supervision with the Senior Psychologist, who has observed my ability to deal with complex issues and make informed judgements, considering multiple sources of information. My competencies in assessment included using a variety of self-report measures, psychometric assessments and personality assessments. To date, I have gained substantial experience in providing interventions within a framework of evidence based practice these included Cognitive Behaviour Therapy, Family Behaviour Therapy and Interpersonal psychotherapy.

**Illustration of *how NOT to approach* Section 1A or 1B of the application form**

**As a Trainee Psychologist (placement)**

My placement involved working with adults with an average age range of 42 years. Most of the clients had mental health problems some with low mood and anxiety. My work on this placement took place over six months on a part time basis and I had a full case load and provided psychotherapy under the supervision of a senior psychologist. New clients were allocated at the weekly meeting and following assessment I provided different models of psychotherapy. When my clients were ready for discharge I discharged them back to their GP. In situations where the person’s problem was very complex the person was referred to the other services in the area.

I acquired a wide range of skills and used assessments with all my clients to assist in the delivery of intervention. This placement provided an opportunity for me to gain a variety of skills and experiences with adults in a mental health setting.

**As a Qualified Psychologist (work experience)**

My current role involves working with adults with an average age range of 42 years. The majority of my clients have mental health problems typically low mood and anxiety. I engage with the Senior Psychologist for supervision. New clients are allocated to my caseload at our weekly meeting and following assessment I provide different models of psychotherapy. Once my clients are ready for discharge, they are referred back to their GP. In situations where the client’s problem was very complex the client was referred to the other services in the area.

I acquired a wide range of skills and used assessments with all my clients to assist in the delivery of intervention. This placement provided an opportunity for me to gain a variety of skills and experiences with adults in a mental health setting.