***Due to emails being stopped by our security system and to ensure your application does not get quarantined, please include the Campaign Reference and the Campaign Name on the subject line of the email when submitting applications****.*

 **APPLICATION FORM**

**NRS14752 Psychology Assistant**

**National Recruitment Campaign**

* Please read the Job Specification which provides useful information about the requirements of this role.
* Please ensure you download, read and fully understand the ‘Additional Campaign Information’ document specific to this campaign that is available on <http://www.hse.ie/eng/staff/jobs/job_search/>.

# Please ensure you read the instructions for the completion of this Application Form and complete all areas, in full. Failure to complete all areas of the Application Form will result in you not being brought forward to the interview stage of the selection process.

* You must submit your application form via email only and we will accept the application form unsigned. You will be required to sign the General Declaration at a later date.
* Candidates should note that there can be a time delay in receiving email applications. We recommend that applicants wishing to return an application by email should allow a minimum of 1 hour for their application to arrive by **12:00 PM** onthe closing date**.** Applications will not be accepted after this date and time, no exceptions will be made.
* 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. In addition to reduce the possibility of emails from the NRS team being directed to spam we recommend that you add the HSE web domain to your WHITELIST. Pleases see the additional campaign information document for more information.
* It is preferable that Application Forms are typed.
* **As we are only accepting applications by email applications must be submitted in 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 online 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.**
* In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Codes of Practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/). Further information is also available in the Additional Campaign Information document.
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014.

|  |  |
| --- | --- |
| **Closing Date & Time** | *12:00PM on Friday 17th October 2025* |
| **Return application forms by email to** | applysupport@hse.ie, using the subject line NRS14752 Psychology Assistant**Please note that you must submit your application form via email only.**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** **applysupport@hse.ie** **to verify that your email has been received.** |
| **For queries on the Recruitment Process** | Please contact the NRS Help Desk on 0818 473677 (for candidates calling from outside Ireland +35341 6859506) or by email on asknrs@hse.ieFor queries specifically relating to the role please contact the named person on the Informal Enquiries section on the Job Specification  |
| **Anticipated Interview Date(s)** | Week Commencing 1st December 2025 |

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Position Applied For: | **Psychology Assistant** |
| Campaign Reference No.: | **NRS14752** |
| **Personal Details** |  |
| First Name: |  |
| Last Name: |  |
|  |  |
| Postal Address for Correspondence: |  |
|  |
|  |

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

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

**European Economic Area (EEA)**

|  |  |
| --- | --- |
| **Please select one of the following:** | **** |
| I am an EEA National |  |
| I am a British National |  |
| I am a Swiss National |  |
| I am a Non-EEA National |  |

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

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

|  |  |
| --- | --- |
| HSE Website  | [ ]  |
| Word of mouth – my manager/colleague | [ ]  |
| Notification from Career Hub | [ ]  |
| LinkedIn | [ ]  |
| Websites | [ ]  |
| Other – please say which |  |

*+ More than one indication is allowed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a special need that might require you to be considered for an online interview? | Yes |  | No |  |
| Candidates who wish to be considered for an online interview must outline their request and application stage and provide documentation to support their request. Please refer to Appendix 7 of the Additional Campaign Information for further information on online interview requests and the required documentation that must be submitted.**NB Please note, that due to limited resources, we cannot guarantee that all requests for online interviews will be met.** We will prioritise applicants who have a medical need or those who would otherwise have to undergo an inordinately long journey as well as prohibitive costs to attend an interview in person. |

1. **Current Contractual Status**
2. **I am directly employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004**

**Yes** [ ]  **No** [ ]

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

**I have a permanent contract** [ ]

**Or**

**I have a temporary contract** [ ]

1. **I am employed by a Recruitment Agency and am currently placed in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004**

**Yes** [ ]  **No** [ ]

**If you are employed by a Recruitment Agency and are currently placed in the HSE, TUSLA, please tick the HSE / TUSLA Area in which you work:**

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

1. **I do not currently work in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004**

**Yes** [ ]  **No** [ ]

\* A list of ‘other statutory health agencies’ can be found:

<https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/>

**HEALTH REGION CHOICE**

It is the intention of the National Recruitment Service to form six separate panels for Psychology Assistant as a result of this campaign, one for each of the named Health Regions below.

These panels will be used to fill current and future, specified purpose vacancies of full or part-time duration. In your application form, you must select the Regional Health Area(s) in which you are interested in working. Please note we cannot accept changes to RHA choice after the closing date and time for the receipt of applications.  Therefore, you should choose the RHA in which you would most like to work.

The Regional Health Areas (RHA’s) are:

* Area A - HSE Dublin and North East- North Dublin, Meath, Louth, Cavan\*\*, and Monaghan
* Area B - HSE Dublin and Midlands- Longford, Westmeath, Offaly, Laois, Kildare, and parts of Dublin South and Wicklow\*
* Area C - HSE Dublin and South East- Tipperary South, Waterford, Kilkenny, Carlow, Wexford, Wicklow, part of South Dublin
* Area D - HSE South West- Kerry and Cork
* Area E - HSE Mid-West- Limerick, Tipperary and Clare
* Area F - HSE West and North West- Donegal, Sligo, Leitrim\*\*, Roscommon, Mayo, and Galway

*\*West county Wicklow: West county Wicklow continues to be aligned with Kildare for health services*

*\*\*West county Cavan: A small portion of west county Cavan continues to be aligned with Sligo/Leitrim for health services*

[Map of the 6 new health regions](https://assets.hse.ie/media/images/Health_regions_map_september_2023.width-800.png)

Candidates can choose a maximum of two RHA’s. Eligible applicants will attend one interview and if successful their total score awarded at interview will be used to determine their panel placing for each of their RHA choices. Candidates who do not specify at least one area, will not be called forward to interview.   Please note we cannot accept changes to RHA choice after the closing date and time for the receipt of applications, therefore, you should choose the RHA’s in which you would most like to work.

Please indicate your RHA choices from the options listed below. Candidates can choose a **maximum of two** RHAs. If you do not specify at least one area you will not be called forward to interview.

|  |  |
| --- | --- |
|  | **Please tick the areas which you are applying for:** |
| **Area A - HSE Dublin and North East**- North Dublin, Meath, Louth, Cavan\*\*, and Monaghan |  |
| **Area B - HSE Dublin and Midlands**- Longford, Westmeath, Offaly, Laois, Kildare, and parts of Dublin South and Wicklow\* |  |
| **Area C - HSE Dublin and South East**- Tipperary South, Waterford, Kilkenny, Carlow, Wexford, Wicklow, part of South Dublin |  |
| **Area D - HSE South West**- Kerry and Cork  |  |
| **Area E - HSE Mid-West**- Limerick, Tipperary and Clare |  |
| **Area F - HSE West and North West**- Donegal, Sligo, Leitrim\*\*, Roscommon, Mayo, and Galway |  |

In the first instance all posts will be expressed to the relevant RHA panel, however, if it still remains unfilled, it will then be expressed to all candidates regardless of location choice.  In order to facilitate this, all candidates who are successful at interview will be placed on an additional national panel in order of merit based on total score obtained at interview.

Please note if you choose to accept a post from this national panel, this will not have any impact on your placing on your chosen RHA panel(s).  If you choose to accept a post from your relevant RHA panel(s), you will continue to remain live on this national panel.  All panels will continue to operate independently of each other.

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

Please indicate below how your qualifications meet the eligibility criteria for the role of Psychology Assistant. **Please note that if you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview.** Full details on eligibility criteria are available in the job specification and in Appendix 1 of the Additional Campaign Information.

* The Psychological Society of Ireland provide a listing on their accredited courses on their website at: <https://www.psychologicalsociety.ie/>
* The British Psychological Society provide a listing of their accredited courses at:

<https://portal.bps.org.uk/Accredited-Courses>

Please take special care in completing this section i.e. in detailing correct course title(s), course duration and award(s) received, eligibility will be decided based on the information provided in this section and the submitted copy of your award. Any errors or omissions may not be rectified after the closing date and time for receipt of applications.

**Important Note: Candidates applying under Category 4 must submit documentary evidence from the PSI stating that your qualification will allow graduate membership with your completed application by the closing date and time for this campaign i.e. Wednesday 18th September 2024 at 12 noon**

**Please indicate below the eligibility category under which you qualify to apply for Psychology Assistant by completing category 1, 2, 3 or 4 below.**

|  |
| --- |
| **Category 1: (i) Psychological Society of Ireland Accredited Qualification** |
| Please provide details of your Psychological Society of Ireland (PSI) accredited qualification at not less than a Level 8 at 2.1 honours grade on the QQI qualifications framework in which psychology was a major subject. |
| **Dates to & from of Award (DD/MM/YY) to (DD/MM/YY)** | **College / Educational Institution** | **Full Name of Course from Transcript** | **Award****i.e. 1:1, 2:1** |
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| **Category 2: (ii) Psychological Society of Ireland Accredited Conversion Qualification** |
| A Level 8 honours degree in another subject together with an accredited conversion qualification at a minimum of (2.1) as conferring eligibility for graduate membership of the Psychological Society of Ireland. |
| 1. **Level 8 Qualification**
 |
| **Dates to & from of Award (DD/MM/YY) to (DD/MM/YY)** | **College / Educational Institution** | **Full Name of Course from Transcript** | **Award****i.e. 1:1, 2:1** |
|  |  |  |  |
| 1. **Accredited Conversion Qualification**
 |
| **Dates to & from of Award (DD/MM/YY) to (DD/MM/YY)** | **College / Educational Institution** | **Full Name of Course from Transcript** | **Award****i.e. 1:1, 2:1** |
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| **Category 3: (iii) Equivalent qualification accredited by the British Psychological Society** |
| Please provide details of your qualification equivalent to those outlined in category (i) or (ii) accredited by the British Psychological Society for graduate membership of the British Psychological Society. |
| 1. **Qualification**
 |
| **Dates to & from of Award****(DD/MM/YY) to (DD/MM/YY)** | **College / Educational Institution** | **Full Name of Course from Transcript** | **Award****i.e. 1:1, 2:1** |
|  |  |  |  |
| 1. **Accredited Conversion Qualification (if applicable)**
 |
| **Dates to & from of Award (DD/MM/YY) to (DD/MM/YY)** | **College / Educational Institution** | **Full Name of Course from Transcript** | **Award****i.e. 1:1, 2:1** |
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| **Category 4: (iv) Equivalent Qualification** |
| Please provide details of your qualification equivalent to either (i) or (ii) which would allow you to become a graduate member of the Psychological Society of Ireland (PSI). |
| 1. **Qualification**
 |
| **Dates to & from of Award (DD/MM/YY) to (DD/MM/YY)** | **College / Educational Institution** | **Full Name of Course from Transcript** | **Award****i.e. 1:1, 2:1** |
|  |  |  |  |
| 1. **Accredited Conversion Qualification (if applicable)**
 |
| **Dates to & from of Award (DD/MM/YY) to (DD/MM/YY)** | **College / Educational Institution** | **Full Name of Course from Transcript** | **Award****i.e. 1:1, 2:1** |
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***Please remember you must submit documentary evidence from the PSI stating that your qualification will allow graduate membership with your completed application***

**Please confirm if you have previously worked in a HSE service as a Psychology Assistant:**

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| --- | --- | --- |
| **Please tick as appropriate:** | **Yes** | **No** |
| I have previously worked as a Psychology Assistant in a HSE service |  |  |

**If you have ticked Yes to the above question, please provide further details below in relation to your employment as a Psychology Assistant:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates (From – To)****DD/MM/YY – DD/MM/YY** | **Average Monthly Hours** | **Job Title** | **Employer Name** | **Employer Address** |
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Please note, we cannot process applications from candidates who have in excess of 3 years continuous prior experience in a HSE psychology assistant role(s), whether in a full or part-time capacity, at the time of appointment. Candidates who are found to have 3 or more year’s continuous prior experience in a HSE psychology assistant role(s), whether in a full or part-time capacity, at application stage or at the time of appointment, will be deemed ineligible and their application will not be processed further.

**EDUCATIONAL ACHIEVEMENTS**

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Title** | **Employer** |
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| **Experience Relevant To The Role**In this area we ask you to focus on your experience to date that is relevant to the role.  Please provide below specific details from your professional experience to date that you feel helps you meet the requirements for this post as detailed in the Job Specification.  **It is important that your answer to this question does not exceed 1 page.  The selection board will take your adherence to this limit into account when reviewing your application.** You may wish to write paragraphs or bullet points that demonstrate how your unique experience is relevant to the requirements of this role. *Please include dates, the name of your employer & department where you worked and details as to how you meet the requirements specified in the eligibility and ‘post specific requirements’ section of the Job Specification.* |
| **Date(s) from – Date(s) to** | **Employer(s) & Department Name** |
|  |  |
| **Please demonstrate your depth and breadth of experience as relevant to the role.** |

### Data Privacy Statement

The National Recruitment Service is committed to protecting your privacy and takes the security of your information very seriously. The National Recruitment Service (NRS) aims to be clear and transparent about the information we collect about you and how we use that information.

* Information on the HSE NRS Candidate Data Privacy , 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)
* Information on the General Data Protection Regulation is available at [HSE General Data Protection Regulation](https://www.hse.ie/eng/gdpr)
* Information on HSE record retention periods is available at <https://assets.hse.ie/media/documents/Record_Retention_Periods_Policy.pdf>

I acknowledge that by submitting this application The HSE will communicate with me by various means (such as phone , email , SMS, post mail ) regarding my application during the recruitment process and for the lifecycle of any panel (should I be successful in obtaining a place on the panel).

I understand that if at any point I wish to stop receiving communications( in any format) from the HSE regarding this application and any future generated panel as a result of this campaign that I may contact the HSE (through the nominated contact on the Additional Campaign Information) and explicitly request to be removed from future communications. In doing so I understand that I will no longer receive any communications or Expression of interests for roles from the panel generated from this campaign.

**Protected Disclosure**

Pursuant to the Protected Disclosures Act 2014, as amended, a person that acquires information on a relevant wrongdoing during a recruitment process is a ‘worker’ and can make a protected disclosure about the wrongdoing. For more information about making a protected disclosure to the HSE, please visit <https://www.hse.ie/eng/about/who/protected-disclosures/> or email protected.disclosures@hse.ie

**General Declaration**

It is important that you read this Declaration carefully.

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

The Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

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

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

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

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

In addition, where a person found guilty of an offence was or is a candidate at a recruitment / selection process, then, in accordance with the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.

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

**Part 2**

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

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

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

**Signed:**

*(Name of Applicant)*

**Date:**

NB: If you are submitting your application form via email we will accept the application form unsigned but you will be required to sign the Declaration at interview should you be invited to one. Failure to sign this declaration at interview will render it invalid.

### REFERENCES

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

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

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

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

**Professional Relationship to Candidate:**

**Postal Address:**

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

**Email Address:**

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

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

**Professional Relationship to Candidate:**

**Postal Address:**

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

**Email Address:**

### APPLICANT CHECKLIST

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

|  |  |  |
| --- | --- | --- |
| Mobile Telephone NumberEmail AddressPostal Address | [ ] [ ] [ ]  | **Mandatory** |
| That you have indicated at least one and not more than 2 RHA choices on page 4 | [ ]  |
| That the information you have provided in the Qualification/ Eligibility Criteria section clearly shows how your qualifications/ experience match the requirements. Dates should be clearly indicated i.e. DD/MM/YY, qualification titles etc. | [ ]  |
| Work Permit Documentation (if relevant to non-EEA applicants). Please refer to Appendix 2 of the Additional Campaign information document for details of documentation required. | [ ]  |
| That you have provided documentary evidence from the PSI stating that your qualification will allow graduate memberships with your completed application. (Category 4 candidates only) | [ ]  |
| Application is submitted by the closing date and time and that you have used the campaign reference in the subject line of your email. | [ ]  |
| That you have downloaded and saved the Job Specification and Additional Campaign Information for future reference. |