

**Additional Campaign Information**

**NRS14980 Student Paramedic – National Ambulance Service**

**National Supplementary Recruitment Campaign**

Dear Candidate,

Thank you for your interest in pursuing a career with the National Ambulance Service within the Health Service Executive (HSE).

The HSE has ongoing opportunities for Student Paramedics with the National Ambulance Service. 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 training places for Student Paramedic in the HSE National Ambulance Service on the Paramedic Training Programme will be filled.

The recruitment and selection process for this campaign will be managed by the NRS and will involve various stages. The stages of this process are outlined below:

Stage 1 – Application Form ([www.hse.ie](http://www.hse.ie))

Stage 2 – Supervised Verbal Evaluation and Analytical Reasoning Testing

Stage 3 – Eligibility Sift in line with UCC course entry requirements

Stage 4 – Competency Based Interview

**Please note:**There are a number of documents that candidates successful at Stage 2 (supervised testing) will be required to submit. If you are interested in the role of Student Paramedic we would advise you to start gathering those documents now. To assist candidates identifying and gathering the relevant documentation, we have provided a breakdown in Appendix 3 of the Additional Campaign Information document which outlines the documentation that you will need to submit depending on what point of the eligibility criteria you are applying under, we recommend that you start gathering this documentation so you are in a position to submit what is needed to the NRS if it is requested from you. Candidates who cannot produce the required documentation will be deemed ineligible and will not progress further in the selection process.

This document outlines how the recruitment process will be run and the important dates linked to the campaign. We highly recommend that you download, save and read this document before applying for this campaign.

* In this document we describe all stages of the process, what you can expect and when it will happen. We also outline what we require from you, when and in what format. We seek the same information from all candidates to ensure equal treatment throughout the process.
* Take time to read through the various sections, which take you through the process from beginning to end.
* We understand there is a lot of information in this document however, by reading this document carefully you can see the entire process and what you have to do to progress your application.
* Please be assured that as each new part of the process arises we will contact you with an alert email to tell what you need to do and by what date you need to have it completed.

We also advise that you take time to read through Job Specification as well as the ***“Student Paramedic Candidate Information Booklet”*** which is available as Appendix 10 of this document. It provides a very useful insight into the role of the Paramedic and will answer many questions you may have. It may also help you decide if you are interested in pursuing this career choice.

During this recruitment process each candidate will be assessed and tested in exactly the same way, to measure their skills and knowledge in line with the requirements of the role.

Thank you for your interest in a career with the HSE.

**Overview of the Recruitment Process**

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| **Stages** | **Description** |
| **Stage 1** | Application Form | The application form is available at: <http://www.hse.ie/eng/staff/Jobs/Job_Search/Patient_and_Client_Care/> from **Monday 15th September 2025** until **Monday 6th October 2025 at 3pm** * What are the eligibility criteria? **Appendix 1**
* How do I apply? **Page 3**
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| **Stage 2** | Supervised Verbal Evaluation and Analytical Reasoning Testing | Tests are provisionally scheduled to take place **week commencing 3rd November 2025** virtually via the Webex platform, however, these dates are provisional and are subject to change. All candidates will be kept informed of any developments as and when they occur.It is our intention to issue an invitation to attend these tests via email to eligible applicants at least one week prior to testing. There are a number of documents that candidates successful at Stage 2 (supervised testing) will be required to submit. If you are interested in the role of Student Paramedic we would advise you to start gathering those documents now. To assist candidates identifying and gathering the relevant documentation, we have provided a breakdown in Appendix 3 of the Additional Campaign Information document which outlines the documentation that you will need to submit depending on what point of the eligibility criteria you are applying under, we recommend that you start gathering this documentation so you are in a position to submit what is needed to the NRS if it is requested from you. Candidates who cannot produce the required documentation will be deemed ineligible and will not progress further in the selection process.* What will the tests involve? **Page 6**
* What documentation will be required from me? **Appendix 3**
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| **Stage 3** | Eligibility Sift in line with course entry requirements | The documentation gathered from candidates successful at Stage 2 of the selection process will be reviewed to ensure it complies with the course entry requirements as per the eligibility criteria in **Appendix 1**. Only those candidates that have met the qualifying standard in their tests and are deemed eligible at Stage 3, will progress to the next stage (Stage 4) of the recruitment process. |
| **Eligible applicants who have successfully completed Stages 1, 2 and 3 may be ranked and placed in bands according to their testing results. Band A is the band with the highest score set; Band B is the band with the second highest score set etc. If ranking occurs, those placed in Band A will be invited to Stage 4 of the recruitment process first.** |
| **Stage 4** | Competency Based Interview  | An invitation to interview for eligible candidates will be issued by post along with an email notification.It is proposed that interviews will take place **Week Commencing 9th February 2026.** (dates are provisional and are subject to change)* What documentation do I need to bring to the Interview? – **Page 7**
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* ***Further information on each stage of the selection process is available on pages 5 – 8 of this document***
1. **Who should apply?**

We welcome applications from all suitably qualified candidates who are interested in obtaining a place on the HSE National Ambulance Service Paramedic Training Programme.

The job specification attached to this campaign gives full information about the duties of the role etc. The panel created on foot of this campaign will be used to fill all places on the Paramedic Training Program which may occur for a 12 month period from the date the panel is created (panels may be extended).

**For more details on suitably qualified applicants - See Appendix 1**

**For further information on the Paramedic Training Programme - See Appendix 9**

For information on “Non-European Economic Area Applicants”, please see **Appendix 4**. 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 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. 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** **applysupport@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 **Monday 6th October at 3:00PM.** 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. **Candidates on existing national panels**

If you are currently on the National Panel for Student Paramedic 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 Student Paramedic 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.

If your panel is due to remain but you still wish to be considered as an applicant for the new supplementary campaign (NRS14980), 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 supportstaff@hse.ie before the closing date of the supplementary campaign i.e. **by 3pm on Monday 6th October 2025.** 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.
* The selection process may involve multiple stages, including short-listing or ranking exercises based on the post's requirements as outlined in the eligibility criteria, skills, competencies and knowledge sections of the job specification. 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 7.
* 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. **Will I get a post through this campaign?**

This recruitment campaign is being run to create a national supplementary panel for **Student Paramedic.** This panel will be used to fill training places for Student Paramedics in the HSE National Ambulance Service on the Paramedic Training Programme. By participating in this process you are ensuring that you will be included for access to these and future opportunities that may occur.

Depending on the outcome of the selection process (testing, ranking exercise, eligibility sift and interview) you may be placed on a panel in order of merit, from which specified purpose training places on the Paramedic Training Programme will be filled.

We would however, like to highlight to candidates that while a position on the panel affords you access to employment opportunities, it does not guarantee an offer of a training place.

1. **Where are the posts located?**

The Paramedic Training Program is operated jointly by the National Ambulance Services College (NASC) and the College of Medicine & Health, University College Cork (UCC). Training places on the Paramedic Training Programme at one of the NASC facilities (Ballinasloe, Dublin and Tullamore), will be filled from the panel formed through this campaign and will be offered on an order of merit basis.

The course has both theoretical and practical components and a number of clinical placements. Students may be allocated hospital and operational placements at varying locations throughout the National Ambulance Service Area.

* For further information on the National Ambulance Service Divisions - **See Appendix 8**

Any posts that may be offered as a Paramedic (PHECC Registered Paramedic), either specified purpose (i.e. temporary) or permanent, are subject to successful completion of the Paramedic Training Programme, successful discharge of the Paramedic Internship and successful acquisition of registration as a Paramedic with PHECC.

National Ambulance Service College and Operational Divisions throughout the National Ambulance Service (NAS) as required to facilitate training placements.

Details of the HSE National Ambulance Service Structure are provided at:

https://www.nationalambulanceservice.ie/

* For further information on the Paramedic Training Programme i.e. course outline, placements, examination fees etc. **– See Appendix 9**
1. **What is involved at the stage of the selection process?**

**Stage 1 –** **Application via www.hse.ie**

* Please read the job specification, Additional Campaign Information and the Student Paramedic Candidate Information Booklet (Appendix 10)
* Complete the Application Form particular to this campaign which is available at <http://www.hse.ie/eng/staff/Jobs/Job_Search/Patient_and_Client_Care/>
* There is no need to sign e-mailed applications
* As we require the same information from all candidates, we will not be able to process applications by CV or any other method.
* E-mail applications will receive a response to let you know that we have received your e-mail within 2 working days. We would like to highlight that you cannot amend your application form once the closing date has passed.
* Candidates please note that the NRS check eligibility of the applicants after the closing date. Therefore, it is important that you ensure that you meet the criteria before applying for this campaign and clearly demonstrate your eligibility in your application form.
* Applications must be submitted as a **Microsoft Word** or PDF document 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.
* The National Recruitment Service can only accept complete applications received by the closing date and time i.e. **Monday 6th October 2025 at 3pm.**

**NB** Please ensure that you meet the eligibility criteria for this role. (Full details of eligibility criteria are contained in Appendix 1 of this document.)

**NB** In order to consider your application, each section of the form must be fully completed. If you do not complete the form in full, we will be unable to process your application.

Please note that we will contact you mainly by email. Therefore we recommend you specify in your application form your personal e-mail that you check on and have access to on a regular basis (rather than a or e-mail address which you may have limited access to). 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 working away or on leave. We recommend you use your personal email and mobile number that you have regular access to.

**Special Requirements**

If you have a special requirement with regard to filling in the application form or undertaking the tests, you need to inform the NRS by emailing applysupport@hse.ie. This will ensure that provisions are made so that your requirement is catered for.

**What happens once I have submitted my application?**

Email applications will receive a response to let you know that we have received your email. Confirmation emails will be issued within working hours. If you do not receive a confirmation email you should double check the email address you sent your application to and check your spam folder. **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.**

**If I change my contact details i.e. email address & mobile telephone number how do I update them?**

You can update your contact details by emailing applysupport@hse.ie. Please quote NRS14980 in the subject line of your email and provide us with your old and new contact details. We do, however, recommend that you strongly consider using your long term / most permanent contact details.

**Stage 2 – Supervised Verbal Evaluation and Analytical Reasoning Testing**

**Why am I undertaking Verbal Evaluation and Analytical Reasoning Testing?**

Supervised Verbal Evaluation and Analytical Reasoning Testing is being used as part of the selection process to assess your suitability for the role of Student Paramedic. The tests assess the skills that have been identified as key to effective performance in this role as outlined in the job specification.

**What will the Tests involve?**

There are 2 separate online tests which must be undertaken in person.

* The Verbal Evaluation test measures your ability to understand written passages and evaluate written information. You will have 12 minutes to complete this test.
* The Analytical Reasoning Test measures your ability to reason logically and flexibly. You will also have 12 minutes to complete this test.

**When/Where will I undertake the Tests?**

It is our intention to hold these tests virtually via the Webex platform on week commencing **3rd November 2025**. It is strongly recommended that you note these dates in your diary now as **no alternative testing dates** can be offered. Details of your exact date and time for testing will be issued to you by email **.**

**How will I receive my invitation to undertake the Tests?**

It is our intention to issue an invitation to attend these tests via email to eligible applicants at least one week prior to testing.

**What documentation will I be required to produce if I am successful at the Testing stage?**

Applicants who are successful at Stage 2 (supervised testing) of the selection process MUST submit certain documentation to the NRS so UCC can conduct the eligibility stage of the selection process. This documentation will be gathered from candidates if they are successful in the tests.

To assist candidates identifying and gathering the relevant documentation, we have provided a breakdown in Appendix 3 of the Additional Campaign Information document which outlines the documentation that you will need to submit depending on what point of the eligibility criteria you are applying under, we recommend that you start gathering this documentation so you are in a position to submit what is needed to the NRS if it is requested from you.

**How should I prepare for the Tests?**

Candidates will be sent test familiarisation material with their email invitation**.** The purpose of the familiarisation material is to provide you with some information on the tests that are being used as part of the Student Paramedic selection process. We recommend that you read this information carefully to help you prepare for the tests, and ensure the best outcome for you.

Please note that in order to ensure that you will not be detained for any longer than necessary on the day of the tests, there will be a limited amount of time allocated for instructions on the day.

**When will I receive the results of the Tests?**

The NRS aim to notify all candidates of their test results within 10 working days of tests concluded. Results of the testing will be issued via email.

**What happens if I am unsuccessful in passing the Tests?**

Candidates who have received notification from the NRS that they have been unsuccessful in their tests will not proceed any further in the selection process of this campaign.

**What happens if I am successful in passing the Tests?**

Candidates who are successful in their tests will receive a communication from the NRS confirming what is going to happen next/when it is going to happen/what is expected from you.

**Important**: Candidates who do not attend for testing will be deemed to have withdrawn their candidature. Accordingly, their candidature will receive no further attention.

**Stage 3 – Eligibility Sift**

Educational documents are gathered from applicants successful at Stage 2 (testing) and will be reviewed to ensure they comply with the course entry requirements as detailed in Appendix 1. Only those candidates that have met the qualifying standard in their tests and are deemed eligible at Stage 3 will progress to the next stage (Stage 4) of the recruitment process. Therefore, it is very important that you think about your professional experience and qualifications in light of the eligibility criteria as outlined in Appendix 1 to ensure that you meet these criteria before applying for this recruitment campaign.

We recommend that you start gathering this documentation so you are in a position to submit what is needed to the NRS if it is requested from you. Candidates who do not submit the required documentation will be deemed ineligible and will not progress further in the selection process. Please refer to **Appendix 3** for further information on what documentation is required.

Applicants who successfully complete testing and are deemed eligible following Stage 3, may be ranked and placed in bands according to their testing results.Band A is the band with the highest score set; Band B is the band with the second highest score set etc. Those placed in Band A will be invited to Stage 4 of the recruitment process. Applicants placed in Band B, Band C etc. may progress to Stage 4 where service needs require. Regardless of the band applicants are in, they will receive a communication with regard to next steps of the recruitment process.

**Stage 4 – Structured Interview**

Applicants who have been deemed eligible following Stage 3 and have been placed in Band A (if banding occurs) will receive a further communication from the NRS inviting them to attend for interview.

**When will the interviews take place?**

It is anticipated that interviews will be held week commencing **9th February 2026** (dates are subject to change). Candidates invited to interview will be given more details regarding the interview at a later date.

The NRS will post invitations to interview to the correspondence address you have provided on your application form. Candidates will receive an email to let them know once invitations to interview have been posted.

Candidates **who do not confirm** their interview attendance prior to the deadline supplied in the invitation to interview letter **will have their interview slot cancelled**.

**What documentation will I be required to bring to interview?**

You will be required to produce a form of photographic identification i.e. drivers licence, passport or student I.D, on the day of your interview.

**Do I need to prepare anything in advance?**

You will be advised in your invitation to interview letter about any preparations you need to undertake.

**When will I know the outcome of my interview?**

Interview results will be issued to candidates who attended for interview approximately one week after the last interview has occurred. Candidates successful at interview will be placed on a panel and given an order of merit (candidate with the highest interview mark will be order of merit 1, candidate with the second highest mark will be order of merit 2 etc.).

**What happens if I am successful at interview?**

Candidates who are successful at interview will be placed on the recruitment panel. All active panel members will receive an email alert once a training place arises. The time lines and panel management rules for each individual training place will be included in the email communication sent to you for each individual training place which arises and is relevant to your order of merit on the panel.

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.

**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.

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| **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 7 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 5** 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 Shashanna Plummer, Campaign Lead (Shashanna.plummer@hse.ie) within **5 working days** of receipt of a decision.

**Formal Review/Complaint**

Request must be submitted by email to the Formal Appeals Officer at 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**

**Eligible applicants must at the closing date for the competition:**

1. **Professional Qualifications, Experience, etc.**

Eligible applicants must at the closing date for the competition:

1. Be in possession of a Leaving Certificate awarded in 2017 or later with a minimum of six passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Science subject (e.g. Physics, Chemistry, Biology, Agriculture Science)

Or

1. Be in possession of a Leaving Certificate awarded in 2017 or later with a minimum of six passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Pre-Hospital Emergency Care Council (PHECC) EMT Certificate

Or

1. Be in possession of a Leaving Certificate awarded in 2016 or prior with a minimum of six passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Science subject (e.g. Physics, Chemistry, Biology, Agriculture Science)

Or

1. Be in possession of a Leaving Certificate awarded in 2016 or prior with a minimum of six  passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Pre-Hospital Emergency Care Council (PHECC) EMT Certificate

Or

1. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction3

Or

1. Hold a comparable and relevant qualification of at least Level 52 (or above) on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI)

Or

1. Have a minimum of two years full time ambulance service experience at EMT level and hold a Pre Hospital Emergency Care Council EMT Certificate.

Or

1. Candidates who do not have a Leaving Certificate or Level 5 QQI FE qualification, but are over 21 years of age and have a minimum of 2 years full time (or an aggregate of 2 years) of relevant experience may be deemed suitable, subject to the approval of the University College Cork Course Director and Admissions Office4

 **And**

1. Be the holder of a full Class C1 Driving Licence on application.  (Note Irish 78 Restriction is not acceptable)

 Or

Be the holder of a provisional Class C1 Driving Licence on application.  (Note Irish 78 Restriction is not acceptable)

 Or

Be eligible to apply5 for a provisional Class C1 Driving Licence on application.  (Note Irish 78 Restriction is not acceptable)

 **And**

1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability), for the proper discharge of the office.
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.

1. Character

Each candidate for and any person holding the office must be of good character.

Note1:
Candidates must have achieved these grades in Ordinary or Higher level papers on the Leaving Certificate Established programme.  The Leaving Certification Applied Programme or the Leaving Certificate Vocational programme does not fulfil the eligibility criteria

Note2:
The Level 5 QQI FE Awards, which are acceptable, are Food Science, Laboratory Techniques, Community Health Services, Healthcare Support or Nursing Studies. Candidates with one of the above Level 5 QQI FE Awards must have obtained a distinction in 4 or more modules as part of their qualification which must include at least one of the following: Mathematics, Biology/Microbiology, Chemistry, Physics, Anatomy/Physiology

Note3:

Candidates applying under GCE/GCSE must meet UCCs Admission Policy – Level 8:

6 distinct recognised subjects which must include: 2 subjects at GCE A Level grade C and 4 other subjects at GCSE Level Grade C

Note4:

Relevant experience listed on Appendix 2 of the Additional Campaign Information document

Note5:

Applicants at minimum must hold a full B Licence and be eligible to apply for a C1 Licence. Applicants that do not currently hold a provisional or full C1 licence will be allowed to participate in the selection process, but if successful and placed on the panel, will be recorded as ‘dormant’. This means that they will remain on the panel but will not receive any expressions of interest until they inform the National Recruitment Service (NRS) that they are in receipt of at minimum a provisional Class C1 driving licence. Candidates can request to update their status by emailing the NRS at applysupport@hse.ie

Candidates that start the Student Paramedic programme without a full Class C1 driving licence must obtain such a licence in their own time, at their own expense within six months of commencing the Student Paramedic programme.

PLEASE NOTE:

* The minimum six passes\* in the Leaving Certificate Examination must be taken at Ordinary or Higher Level.

\*A pass equals a grade at O6/H7 or above (formally known as a D3)

* Mathematics & Science must be two of the six subjects. Science subjects are Physics, Chemistry, Biology and Agricultural Science.
* A Pre-Hospital Emergency Care Council (PHECC) EMT Certificate is acceptable in lieu of a Science subject where the applicant already possesses six passes in the Leaving Certificate.
* Leaving Certificate Applied or Leaving Cert Vocational Programme will not be accepted. Subjects taken at Foundation Level or Link Modules will not be accepted.
* A comparable and relevant third level qualification of at least level 6 on the QQI framework awarded by an accredited third level institution will be accepted in lieu of the Leaving Certificate, subject to approval by UCC Admissions Office.
* A Fetac Level 5 award from one of the approved courses\* will be accepted in lieu of the Leaving Certificate, subject to approval by UCC Admissions Office.

\* See appendix 2 of Additional Campaign Information for a list of acceptable awards at Fetac Level 5

* Candidates who completed secondary school education in other jurisdictions must have a recognised school leaving qualification. Please note that vocational qualifications are not accepted. Educational qualifications obtained from other jurisdictions will be assessed on an individual basis in accordance with University College Cork’s Admissions policies. Typically educational qualifications from other jurisdictions are e.g. GCE / GCSE, O/A Levels
* For holders of foreign academic qualifications NARIC Ireland provides advice on the academic recognition of a foreign qualification by comparing it, where possible, to a major award at a certain level on the Irish National Framework of Qualifications (NFQ). You can search the database at [www.naric.ie](http://www.naric.ie/). A comparability statement for each qualification listed is available for download. If you are unable to locate a particular qualification, you can submit a query using the query form at the above web address.
* Candidates with penalty points on their licence should note that the maximum penalty points allowed by NAS are 5 points. The HSE will not accept candidates who have incurred 6 or more points on their licence. You will be required to submit a Driving Licence printout from your local Authority at a later stage in the recruitment process (i.e. clearance stage). This printout (which must be from a recent date) will state whether or not you currently are in receipt of penalty points and/or endorsements. Candidates who are found to have incurred 6 or more penalty points on their licence will not progress further in the recruitment process.
* 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 Pre Hospital Emergency Care Council.

**Appendix 2**

1The level 5 QQI FE awards which we currently accept for entry onto the Diploma in Paramedical Science include:

|  |
| --- |
| **Title** |
| Food Science |
| Laboratory Techniques |
| Community Health Services |
| Healthcare Support |
| Nursing Studies |

Note, as part of their FETAC Level 5, applicants must have obtained a distinction (80% or greater) in 4 modules which must include at least one of the following:

·         Mathematics

·         Biology/Microbiology

·         Chemistry

·         Physics

·         Anatomy/Physiology

4Relevant experience for candidates who do not have a Leaving Certificate or Level 5 QQI FE qualification, but are over 21 years of age

1. 2 years’ fulltime experience of working in an acute care setting as a HCA or
2. 2 years’ fulltime experience of working in a care role with multiple patient/client contacts within the Disability, Community or Mental Healthcare  sector or
3. 2 years’ fulltime experience working in a Defence Forces Medical Corps or equivalent as a Combat Medic/Sick Berth attendant or
4. 2 years’ fulltime experience working in an overseas healthcare development programme with patient/client interface duties or
5. 2 years’ fulltime experience of working in a client  facing and care role within the social care setting

**Appendix 3**

Applicants who are successful at Stage 2 (supervised testing) of the selection process MUST submit certain documentation to NRS so UCC can conduct the eligibility stage of the selection process.

We recommend that you start gathering this documentation so you are in a position to submit what is needed to the NRS if it is requested from you.

To assist candidates in identifying and gathering the relevant documentation, we have provided a breakdown below of the documentation that you will need to submit depending on what point of the eligibility criteria you are applying under.

|  |  |
| --- | --- |
| **I am applying under:** | **You will need to submit the following documents when you attend for assessment:** |
| Point i, iii or v of the eligibility criteria - six passes in the Leaving Certificate Examination ordinary Level or higher including Mathematics and a Science subject | * **A copy of your Leaving Certificate (or EU Academic equivalent) results**

*Your results must show that you hold the minimum six passes in the Leaving Certificate Examination, including Mathematics and a Science subject. These subjects must be taken at ordinary Level or higher. Leaving Certificate Applied or subjects taken at Foundation Level will not be considered. Please note if you have misplaced your Original Leaving Certificate, letters from schools etc. will not be accepted. There is a facility to request a “Certified Statement of Examination Results”\* from the State Examinations Commission on payment of the appropriate charge. For more information please visit:* [*https://www.examinations.ie/??l=en&mc=ca&sc=exr*](https://www.examinations.ie/??l=en&mc=ca&sc=exr)*\*Please note that it can take a minimum of 10 working days for a request for a Certified Statement of Examination Results to be processed.**Educational qualifications obtained from other jurisdictions will be assessed on an individual basis in accordance with University College Cork’s Admissions policies. Typically educational qualifications from other jurisdictions are e.g. GCE / GCSE, O/A Levels* |
| Point ii or iv of the eligibility criteria - six passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a PHECC EMT Cert | * **A copy of your Leaving Certificate (or EU Academic equivalent) results**

*Your results must show that you hold the minimum six passes in the Leaving Certificate Examination, including Mathematics. These subjects must be taken at ordinary Level or higher. Leaving Certificate Applied or subjects taken at Foundation Level will not be considered. Please note if you have misplaced your Original Leaving Certificate, letters from schools etc. will not be accepted. There is a facility to request a “Certified Statement of Examination Results”\* from the State Examinations Commission on payment of the appropriate charge. For more information please visit: https://www.examinations.ie/??l=en&mc=ca&sc=exr* *\*Please note that it can take a minimum of 10 working days for a request for a Certified Statement of Examination Results to be processed.***AND*** **A copy of your PHECC EMT Certificate**
 |
| Point vi of the eligibility criteria - comparable and relevant qualification of at least Level 5 or above | * **A copy of your award from a comparable and relevant FETAC Level 5\* or above**

*Please note, candidates submitting a relevant FETAC Level 5 Award, must also provide a transcript of their results showing the list of modules completed and the scores obtained in each.**\* See appendix 2 (Additional Campaign Information) for a list of acceptable awards at Fetac Level 5*  |
| Point vii of the eligibility criteria - two years full time ambulance service experience at EMT level and an EMT Certificate | * **A copy of your response to question iv from your application form**

*Please ensure that this information clearly shows full dates of employment, your average monthly hours, your employer’s details and your job title while in post. If it is not clearly evident from the title of your post that it satisfies the eligibility criteria please provide further detail in relation to the post in the box provided on the application form.* **AND*** **A copy of your PHECC EMT Certificate**
 |
| Point viii of the eligibility criteria - over 21 years of age and have a minimum of 2 years full time (or an aggregate of 2 years) of relevant experience | * **A copy of your response to question iv from your application form**

*Please ensure that this information clearly shows full dates of employment, your average monthly hours, your employer’s details and your job title while in post. Please also ensure that you have provided specific details from your experience to date that you feel help you meet the requirements for this post***AND*** **A copy of your ID showing your date of birth**

*Your ID must show your photograph and date of birth. Acceptable forms of ID include passport or drivers licence.* |

Originals, photocopies or scanned copies of the above documentation will be accepted.Where the name on a candidate’s application and the name on certificates supplied differs, candidates are requested to submit supporting documentation, e.g. marriage certificate.

**Appendix 4**

(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 5**

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 6**

**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 7**

**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,
* and you later decline during the pre-employment clearance stage you will keep your place on the panel for Specified Purpose posts

**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 8**

**Current HSE Ambulance Stations**

|  |
| --- |
| **NAS North Leinster Stations** |
| **Ardee** | **Dundalk** | **Portlaoise** |
| **Athlone** | **Dunshaughlin** | **St. James** |
| **Arklow** | **Edenderry** | **Swords** |
| **Athy** | **Longford** | **Tallaght** |
| **Baltinglass** | **Loughlinstown** | **Tullamore** |
| **Birr** | **Maynooth** | **Virginia** |
| **Castleblayney** | **Monaghan** | **Wicklow** |
| **Cavan** | **Mullingar** |  |
| **Cherry Orchard** | **Naas** |  |
| **Drogheda** | **Navan** |  |

|  |
| --- |
| **NAS West Stations** |
| **Ballina** | **Donegal** | **Manorhamilton** |
| **Ballinasloe** | **Dungloe** | **Nenagh** |
| **Ballyshannon** | **Ennis** | **Newcastle West** |
| **Belmullet** | **Ennistymon** | **Roscommon** |
| **Boyle** | **Finn Valley** | **Roscrea** |
| **Carndonagh** | **Galway City** | **Sligo** |
| **Carraroe** | **Killybegs** | **Scariff** |
| **Carrick on Shannon** | **Kilrush** | **Thurles** |
| **Castlebar** | **Letterkenny** | **Tipperary** |
| **Clare** | **Limerick** |  |
| **Clifden** | **Loughrea** |  |

|  |
| --- |
| **NAS South Stations** |
| **Bantry** | **Enniscorthy** | **Middleton/Youghal** |
| **Caherciveen** | **Fermoy** | **New Ross** |
| **Carlow Town** | **Gorey** | **Skibbereen** |
| **Cashel** | **Kanturk/Milstreet** | **Tralee** |
| **Castletownbere** | **Kenmare** | **Waterford City** |
| **Clonakilty** | **Kilkenny City** | **Wexford** |
| **Clonmel** | **Killarney** |  |
| **Cork** | **Listowel** |  |
| **Dingle** | **Macroom** |  |
| **Dungarvan** | **Mallow** |  |

**Current Command & Control Centres**

|  |  |
| --- | --- |
| **Balllyshannon (Co. Donegal)** | **Tallaght (Co. Dublin)** |

**For further information on the HSE National Ambulance Service please visit –**

<https://www.hse.ie/eng/services/list/3/>

**Appendix 9**

**Paramedic Training Programme**

**Course Structure**

The Paramedic Training Programme is delivered by the National Ambulance Service College (NASC) in partnership with the College of Medicine & Health, University College Cork. Successful completion of the Paramedic Training Programme will lead to the award of BSc (Hons) in Paramedical Science.

***For further information on the Course Structure – please visit*** [***https://www.ucc.ie/en/study/undergrad/courses/paramedicstudies/***](https://www.ucc.ie/en/study/undergrad/courses/paramedicstudies/)

**The National Ambulance Service College**

The National Ambulance Service College (NASC) has bases in Ballinasloe, Dublin and Tullamore. The college is responsible for implementing National Ambulance Service Training. The role of the NASC is to prepare staff for service in the National Ambulance Service and to enhance and develop performance levels of all ambulance personnel to a standard of excellence expected by the community.

**What duration is the Student Paramedic Training Programme?**

The course duration is 3 years full time, inclusive of annual leave.

**What components does the course consist of?**

The course has both theoretical and practical components. Reinforcement of the practical and consolidation of theory will be completed whilst in full-time practice placements and will be supported by qualified registered Paramedics.

**Can I apply if I don’t have a C1 licence?**

Applicants that do not currently hold a provisional or full C1 licence will be allowed to participate in the selection process. These candidates if successful and placed on the panel, will be recorded as ‘dormant’. This means that they will remain on the panel but will not receive any expressions of interest until they inform the National Recruitment Service (NRS) that they are in receipt of at minimum a provisional Class C1 driving licence. Candidates can contact the NRS via email at applysupport@hse.ie

Candidates that start the Student Paramedic programme without a full Class C1 driving licence must obtain such a licence in their own time, at their own expense within six months of commencing the Student Paramedic programme.

**What happens if I cannot obtain my full Class C1 driving licence within six months of commencing the Student Paramedic Programme?**

Contract of employment will be terminated if the candidate does not hold a full C1 licence within 6 months of commencement date and no extensions can be permitted.

**Will I have to incur the cost of obtaining my full C1 driving licence?**

Yes, any candidate that starts the Student Paramedic programme without a full Class C1 driving licence must obtain such a licence in their own time, at their own expense within six months of their commencement date of the Student Paramedic programme.

**What is the Pre-Hospital Emergency Care Council?**

The Pre-Hospital Emergency Care Council (PHECC) is an independent statutory agency with responsibility for standards, education and training in the field of Pre-Hospital Emergency Care. They are the regulators for Emergency Medical Services in Ireland. All EMT’s, Paramedics and Advanced Paramedics must be registered with PHECC in order to legally practice in Ireland.

Students who successfully complete the NQEMT examination must obtain registration as a Paramedic Intern with the PHECC and be prepared to maintain such registration with PHECC through continuing professional development and compliance with Clinical Practice Guidelines and the Fitness to practice process. ***For further information on PHECC and PHECC Registration please visit:*** [***www.phecit.ie***](http://www.phecit.ie)

**Will I have to pay Examination/Registration Fees while undertaking the Training Programme?**

The HSE will pay in full, all fees required by the Pre-Hospital Emergency Care Council in connection with undertaking the NQEMT Examination.

Students will be required to pay in full, all fees required by the Pre-Hospital Emergency Care Council in connection with acquiring registration and maintaining current registration on the Register. For further information on registration fees please visit: [www.phecit.ie](http://www.phecit.ie)

**What are my obligations in relation to Examination Results?**

Students will provide a copy of all examination results to the National Ambulance Service College, training reports and certificates as conferred and/or provided by the Pre-Hospital Emergency Care Council or any other relevant authority.

**Where will I be based during my placement?**

Students may be allocated hospital and operational placements at varying locations throughout the National Ambulance Service Area ***(For further details on the NAS please see appendix 8)***

No additional costs will be incurred by the HSE in association with undertaking such placements. Every effort will be made to provide such placements within a reasonable distance to the Students area of residence however; the NAS may not be able to facilitate this.

**What happens if I fail to successfully complete the NQEMT Examination?**

Students who fail to show acceptable progress on the course may not be enrolled for the NQEMT examinations. Such progress will be measured by regular “house exams”.

Students who are not enrolled to sit the NQEMT exam due to poor course progress may be removed from the programme.

**What happens if I successfully pass the NQEMT Examination?**

Students who successfully complete the NQEMT Examinations are eligible to register as a Post Graduate Paramedic Intern with PHECC. The Post Graduate Paramedic Internship is normally of 12 months duration during which students must successfully complete quarterly assessments, course work and projects, ongoing appraisals, comply with all Clinical Practice Guidelines, mentorship arrangements, supervision arrangements, and PHECC and HSE Codes of Professional Conduct and National Ambulance Service Policies.

**Where will I be based during my Post Graduate Paramedic Internship?**

Students accepting a Specified Purpose Contract of Employment may be allocated operational deployment at varying locations throughout the National Ambulance Service.

Deployment will consist of operational work placements as part of a two-person crew. No additional cost will be incurred by the HSE in association with undertaking such deployments. Every effort will be made to provide such deployments within a reasonable distance to the candidates area of residence, however, the NAS may not be able to facilitate this.

**Is accommodation organised for me during the Training Programme?**

It is the responsibility of the student to organise their own accommodation if required.

**What happens if I successfully complete the Post Graduate Paramedic Internship?**

Students who successfully complete the Post Graduate Paramedic Internship must obtain registration as a Paramedic with PHECC and be prepared to maintain such registration with PHECC through Continuing Professional Development and compliance with Clinical Practice Guidelines and the Fitness to Practice process.

**Once I receive registration as a Paramedic with PHECC, what happens next?**

The post of Student Paramedic is Specified Purpose (i.e. temporary). Any post that may be offered following successful registration as a Paramedic with PHECC may be permanent or specified purpose (i.e. temporary). If a permanent offer of employment is made, candidates will commit to a minimum of 3 years employment with the National Ambulance Service.

**What happens if I am offered a permanent post and fail to complete 3 years of satisfactory employment?**

Candidates who are offered and accept a permanent post but who fail to complete the minimum 3 years satisfactory service may be required to repay the full cost of their training or part thereof on a pro rata basis depending on the duration of service completed.

**Appendix 10**





**Student Paramedic**

**Candidate Information Booklet**

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**We strongly encourage you to read this Information in full as it will answer many questions you may have about the post and will help you to decide if you are genuinely interested in pursuing this career choice**.

**Introduction**

The National Ambulance Service (NAS) is seeking persons interested in undertaking the Paramedic Training Programme (including Paramedic Internship) and acquiring Registration as a Paramedic with the Pre Hospital Emergency Care Council (PHECC). This is a significant career opportunity in a dynamic area of the Health Service at a time of immense change and service development.

Successful students who accept the Terms and Conditions of Employment must be prepared to engage in a long term and uninterrupted commitment of up to four years. Potential candidates should carefully consider their willingness to undertake such a commitment and the consequent lifestyle changes involved.

The intention of this process is to provide a pool of suitable qualified paramedics, licensed to practice by the PHECC, who will be offered positions at the grade of Paramedic at various locations throughout the NAS.

Any offer of employment, beyond the initial contract of employment as a Student Paramedic is subject to current registration as a Paramedic with the PHECC, provision of certified and current copies of the National Qualification in Emergency Medical Technology and the PHECC Paramedic Practitioner’s Licence, provision of certified and current copies of a full or provisional Class C1 Driving Licence and satisfactory conduct and commitment during the Paramedic Training Programme.

This Paramedic Training Programme represents a significant investment in vocationally based education and successful candidates must be prepared to commit to employment.

Those candidates, who secure the Paramedic qualification and achieve excellence in their field, can expect to be considered for Advanced Paramedic education and possible promotional opportunities.

**A Good Job**

*Action, serving the community, job satisfaction, security and a pension – with all this on offer competition for entry into the National Ambulance Service is fierce. If you can meet the demands of a public service with a first class reputation for dealing with all types of routine and emergency incidents, the National Ambulance Service can offer you a secure and satisfying job.*

In the context of delivering high quality pre hospital services, maintaining a level of fitness and professional development appropriate to the role against a background working in a In the context of delivering high quality pre hospital services, maintaining a

In the context of delivering high quality pre hospital services, maintaining a level of fitness and professional development appropriate to the role against a background working in a 24/7 365 day service environment and having the ability to cope with caring and stressful situations is considered a career lifestyle rather than just a job.

**CANDIDATES ARE ADVISED TO SERIOUSLY CONSIDER THE**

**IMPLICATIONS OF SUCH A LIFESTYLE COMMITMENT**

**The Job Is More than Just Sirens and Blue Lights**

The role of Paramedic entails much more than zipping through traffic with sirens blazing. Paramedics are the front line of the National Ambulance Service, dealing with emergency and non-emergency situations each working moment. The Paramedics job is essential in an emergency. With their specialist skills, equipment and medication, usually only found in a hospital’s Emergency Dept., Paramedics examine, treat and provide the highest possible quality of care to their patients. Paramedics are required to assist in a range of incidents – road traffic collisions, medical emergencies affecting children and adults inside and outside domestic premises, building site and public areas. They also often work with members of other emergency services, for example, Firefighters and the Gardai. Furthermore, Paramedics within the NAS may also follow careers in educational or clinical support roles, as frontline supervisors or middle and senior managers**.**

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**Role of the Paramedic**

The role of a modern Paramedic is very rewarding while at the same time challenging. Individuals are required to display a number of pre-eminent characteristics to function effectively in the role, for example:

* *Compassion e.g. sympathy towards victims of emergencies*
* *Understanding and discipline in stressful situations; the ability to carry on in what may occasionally be emotionally harrowing circumstances*
* *Determination and tolerance*
* *The capacity for rapid, intense and sustained effort*
* *Capacity to use initiative when alone*
* *High-level communication skills are necessary in coping with stressful situations and dealing with patients and relatives who may be very emotional*
* *Flexibility and adaptability; shift work is the norm, with some periods of inactivity interspersed with times when you are very busy.*
* *Physical strength and a good general level of fitness as the job involves frequent heavy lifting and other physical work.*
* *Willingness to learn and the ability to assimilate information / the knowledge required to perform effectively in today’s service e.g. it is important that Paramedics have complete and automatic familiarity with the equipment of the profession and a practical understanding of a wide range of subjects necessary to anticipate and deal with life threatening injuries.*

The Paramedic is at the front line of medical care. They respond to emergency calls and may treat people at the scene of the accident or transport them to hospital. You may know them as ‘ambulance drivers’, although their responsibilities are actually much more than merely piloting the vehicle. Paramedics must have excellent emergency assessment and treatment skills and should also be adept at dealing with members of the public in stressful situations. Being a Paramedic is a very rewarding profession, however it is not an easy career choice – it can be stressful and difficult. However, there are few jobs in which you get to help people and even save lives on a regular basis.

Paramedics usually work in teams of two and are known as a ‘crew’. Their day-to-day duties involve checking the ambulance to make sure it’s in working order, ensuring it’s clean and that the equipment is working correctly. The main part of the job involves responding quickly to emergency calls. On arrival at the scene of an accident or illness, Paramedic’s assess the situation and administer appropriate treatment to those who need it, before and during the journey to hospital. At the Hospital, the Paramedic gives medical staff an accurate report of the patient’s condition and circumstances of the accident. They also have to write patient reports and complete log sheets on each shift. Paramedics may also be required to carry out inter-hospital transfers which involve transporting patients to other hospitals that are better equipped to cater for their needs. Promotion opportunities involve rising to the position of Lead Paramedic where you have responsibility for the clinical and operational supervision of staff and the management of an Ambulance Station as well as the standard Paramedic duties.

**Careers and Training**

The National Ambulance Service is committed to training and education as a long term investment aimed at maintaining a highly skilled workforce. An essential component of a Paramedic’s role is to maintain skills and undertake ongoing training. It is through quality training that a Paramedic develops the confidence skills, knowledge and abilities to manage increasingly complex emergency situations. Commencing at initial appointment and continuing throughout their career, a Paramedic must undertake a multitude of training programs, activities and assessments, to ensure their skills remain at an optimum level. All those interested in pursuing a career as a Paramedic should be aware that as part of their ongoing training, all Student Paramedic’s must successfully complete the National Qualification in Emergency Medical Technology (NQEMT) at paramedic level.

**Uniforms**

The wearing of the NAS uniform is specific to the public’s identification of the NAS and its staff. It is also a means of gaining clear, authoritative passage in the performance of Ambulance duties.

**A Day in the Life of a Paramedic**

Vincent O'Connor, Education, Competency Assurance Manager says there are three main aspects to the Paramedic job:

· ***Delivery of the highest level of quality care***

· ***Patient Communication***

· ***Ambulance driving (Requires C1 Licence)***

"Patient communication is possibly the most important part of the job," he says. "It's vital that patients feel comfortable with you and are secure in the knowledge that you know how to do your job."

The types of calls Paramedics respond to vary enormously says Vincent. "No two types of emergency call are the same. Even if you've been given details of the emergency you're heading out to you never really know what you're facing until you get there."

Each ambulance is staffed by two Paramedics, one to drive while the other attends the patient. Both are trained to the same level so they usually swap jobs every second day. “The ambulance team need to have a good rapport so they can act as quickly as possible to each other," says Vincent.

Once you start on the job you'll be working shifts and some on-call hours, which could mean working 24 hours in a row. Physical stamina is therefore important, but, says Vincent, you also need to be very mentally strong. "It's one of the most stressful jobs you can do. You meet death on a regular basis and that can have a profound effect on you."

The service utilises state of the art equipment in the diagnosis and treatment of patients, because it’s a national service, equipment and vehicles are generally uniform. We also have a national uniform (green and white) which gives us our own identity with the public and fellow professionals.

Training & Development brings new challenges for students; there is quite a comprehensive programme to be completed and lots of placements in hospital departments such as Emergency Room, Coronary Care Units, Theatre and Theatre Recovery, Paediatrics, Psychiatric, Obstetrics and Gynaecology and Geriatrics. There are also placements in Ambulance Control and on the Ambulances. Here interventions are prohibited on early

placements (observer only) and allowed on later ones, following training.

Vincent says enthusiasm and friendliness are important assets to have if you want to be a Paramedic, but the most important quality is compassion. "You’re going to see a lot of rough things and you need to be at your best, when patients are at their worst."

**If you have any questions regarding the post of Student Paramedic, the Paramedic Training Programme or the position of Paramedic (PHECC Registered Paramedic) with the National Ambulance Service, please contact the Education and Competency Assurance Office through the Divisional Headquarters of the National Ambulance**

**Service nearest you.**

**Student Paramedic**

**Self-Assessment Questionnaire**

You should now have a good understanding of the requirements of the role. This short questionnaire encourages you to review how your interests, skills and experiences match the challenging requirements of the Student Paramedic role. We ask you to consider honestly your experiences to date and your level of comfort in fulfilling the requirements of the role, as identified in the statements provided in the questionnaire.

Please work through the statements by selecting the box that best reflects your level of agreement with each statement in the context of where you are in your current career, where:

**‘SA’**- Strongly Agree **‘A’**- Agree **‘D’**- Disagree and **‘SD’** -

Strongly Disagree with each statement.

Use your current and past experiences and your expectations for the future to help you decide on your response. You may feel that some of the statements are not relevant to you or you may find it difficult to choose an appropriate answer, however try to choose the most relevant option presented. **We encourage you to provide an answer to all statements.**

Once you have completed the questionnaire, take a moment to review it. If you find you have responded ‘Disagree’ or ‘Strongly Disagree’ to a number of questions you may wish to re-consider your suitability for this role.

**Is a Career as a Student Paramedic for me?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SA** | **A** | **D** | **SD** |
| I am very good with people |   |   |   |   |
| I am good at establishing and maintaining working relationships with other people |   |   |   |   |
| I am known for my ability to be compassionate and to empathise with others |   |   |   |   |
| I have demonstrated the ability to diffuse difficult situations |   |   |   |   |
| I maintain my composure, even in pressurised situations |   |   |   |   |
| I am good at talking clearly and confidently to and with groups of people |   |   |   |   |
| I am good at asking the right questions in order to get the complete picture |   |   |   |   |
| People think of me as being reliable |   |   |   |   |
| I have demonstrated the ability to carry on in emotionally harrowing circumstances |   |   |   |   |
| I am comfortable writing reports and summarising key points on issues |   |   |   |   |
| I get things done |   |   |   |   |
| I can quickly identify the key issues in different situations/problem areas |   |   |   |   |
| I am flexible when dealing with changing situations |   |   |   |   |
| I have a reputation for seeing things through to completion |   |   |   |   |
| I have demonstrated the ability to work independently and be self-reliant |   |   |   |   |
| I am known to pay attention to detail |   |   |   |   |
| I have demonstrated an ability to apply rapid, intense and sustained effort |   |   |   |   |
| I can work effectively under time pressure and to tight deadlines |   |   |   |   |
| I am organized in my approach to tasks |   |   |   |   |
| I demonstrate sound practical judgement in my approach to decision making |   |   |   |   |
| I know I need to be flexible, as required, to get things done |   |   |   |   |
| I always put in the extra effort to make sure that something is done well/ on time |   |   |   |   |
| I demonstrate a commitment to quality in everything I do |   |   |   |   |
| I enjoy learning new skills that will enhance my work performance |   |   |   |   |
| I am prepared to undertake the more mundane tasks (e.g. cleaning, paperwork etc) as appropriate, so ensure that work objectives are met |   |   |   |   |
| I am known for my problem solving capabilities |   |   |   |   |
| I have a real interest in the National Ambulance Service |   |   |   |   |
| I like to keep up to date with current issues in the Health and Ambulance Services |   |   |   |   |
| I have an understanding of the role of the Student Paramedic |   |   |   |   |
| I am prepared to adapt my lifestyle to meet the requirements of the Student Paramedic role |   |   |   |   |
| I am aware of the demands that shift/unsociable working hours can have on people and their families |   |   |   |   |
| I am interested in continuing my personal and professional development |   |   |   |   |
| I have an interest in building and maintaining my personal fitness |   |   |   |   |
| I take pride in my personal appearance |   |   |   |   |
| I am prepared to be available for duty outside of normal working hours as and when the need arises |   |   |   |   |
| I have a genuine interest in helping others and maximizing patient care |   |   |   |   |

**Appendix 11**

**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 applysupport@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.