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**HBS Recruit**

**Health Business Services**

**HR, HSE**

**Aras Sláinte Chluainin**

**Manorhamilton**

**Co.Leitrim**

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**Additional Campaign Information**

**Occupational Therapy Assistant**

**Naas General Hospital, Naas, Co Kildare**

**HBS05579**

Dear Candidate,

Thank you for your interest in pursuing a career with the Health Service Executive (HSE). Please see [www.hse.ie](http://www.hse.ie) for more information on health and social care services provided by the HSE.

This is some additional important information regarding this campaign. We highly recommend that you read this document before applying for this campaign.

In this document we lay out the regulations by which the campaign will be run and we explain the recruitment and selection process. This document outlines what we require from you and in what format we require it. This is to ensure we have the same information from all candidates and that candidates are treated in the same manner.

1. **How to apply?**

You must use the Application Form particular to this post, either download it as a word document from www.hse.ie/eng/staff/jobs/ and type in your details which you can email to [applysupport@hse.ie](mailto:applysupport@hse.ie), or print it and fill in by handand return by post to: Mairéad Harrington, HBS Recruit, Health Business Services, HR, HSE, Aras Slainte Chluainin, Manorhamilton, Co. Leitrim.

* There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
* If you submit more than one application, the one we will accept is the last one received prior to the closing date and time.
* We will not be able to process applications by CV or any other method.
* 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.

Please ensure that you fully complete the qualifications and eligibility criteria on **pages 4-5** of the Application Form. Please note that if you omit information in this section pertinent to the eligibility criteria you may be deemed ineligible and subsequently not called forward to interview. (Full details of eligibility criteria are contained in Appendix 1 of this document)

This is a competency based application form. In order to consider your application, this section of the form must be fully completed. If you do not complete all questions, we will be unable to process your application. This means if you do not answer all of your competency questions in full your application will not be submitted for the ranking exercise and subsequent invitation to interview.

E-mail applications will receive an automated response within 24 hours, which will let you know that we have received your e-mail. Candidates please note HBS Recruit check eligibility after the closing date and time for the receipt of applications. This is due to the high volume of applications. HBS Recruit can only accept applications received by the closing date and time i.e. **Wednesday 15th November 2017 at 12 noon.** No applications received after this time & date will be accepted. This means that if your application is blank, you have sent the wrong version of your application form, missing competency questions, have no internet access etc or that you have not attached requested relevant supporting documentation, etc you will not be processed further.

Please note that HBS Recruit will mainly contact you by mobile phone and email. Some communications are sent by post (e.g. invitations to interview, selection process results), therefore it is most important that both your mobile phone telephone number and email address are included on your application form as well as your postal address. It is your responsibility to ensure you have access to your mobile voice mails, test messages and emails. If you choose to use your work mobile and work email addresses you may receive communications that have a full 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.

1. **Who should apply?**

We welcome applications from all suitably qualified candidates who are interested in Occupational Therapy Assistant positions in Naas General Hospital, Naas, Co Kildare. The panel created on foot of this campaign will fill vacancies which may occur for a 12 month period (panels may be extended).

There is currently one permanent whole time position available in this location.

**Applicants invited to apply include:**

* Eligible applicants interested in permanent and/or specified purpose vacancies\*

(please also read Point 3 below for further details on this).

\* Specified Purpose vacancy is a vacancy of defined duration e.g. a six month vacancy

**For more details on suitably qualified applicants see Appendix 1.**

**Information for Non-European Economic Area Applicants**

While the HSE is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. A full explanatory list of the required documentation at application stage to be provided by Non EEA Applicants can be found in Appendix 2.

Please note that if you are a NON-EEA applicant and you are unable to supply the documents listed in Appendix 2, you are not entitled to participate in this recruitment campaign. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie).

**Please note:**

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

1. **Candidates who CANNOT APPLY**

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

1. **Persons who are currently in receipt of a pension from any of the following superannuation schemes:**
2. Local Government Superannuation Scheme (LGSS)
3. HSE Employee Superannuation Scheme
4. Voluntary Hospital's Superannuation Scheme (VHSS) (Officers or Non Officers Schemes)
5. Nominated Health Agencies Superannuation Scheme (NHASS)
6. Other Public Service Superannuation Scheme

(Please see Appendix 4 for further details.)

1. **Will I get a post through this campaign?**

The HSE are running a recruitment and selection process to fill current and anticipated vacancies during the lifetime of the panel. There is currently one permanent whole time position available in this location. The post holder will initially be assigned to Naas General Hospital, Naas, Co Kildare. By participating in this process you are ensuring that you will be included for access to these and future opportunities that may occur.

A position on the panel is not a job offer and does not necessarily mean that you will be offered a post.

Depending on the outcome of the selection process (ranking exercise\* and interview) you may be placed on a panel in order of merit, from which specified purpose and permanent job offers will be made.

\* Ranking exercise = an assessment that may be carried out on the basis of information supplied on 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. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

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.

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

It is our intention to fill all permanent and specified purpose Occupational Therapy Assistant vacancies for Naas General Hospital, Naas, Co Kildare through this campaign.

From go live date Occupational Therapy Assistant posts in Naas General Hospital, Naas, Co Kildare will be filled from the panel formed through this campaign. It does not include vacancies for Occupational Therapy Assistant in other Health Service providers e.g. Voluntary Organisations, Charitable Organisations.

1. **What is the selection process?**

* Applicants who apply must be suitably qualified (**see Appendix 1**). Applicants should pay due attention to pages 4-5 of their application form with regard to demonstrating their eligibility.
* Applicants must complete a competency based application form, those who do not fully complete the competency based application form will not be submitted for the ranking exercise and subsequent interview (if applicable).
* Where a ranking exercise applies it will be based on the information Applicants provide on their application form. This means that a ranking board comprised of Service Managers will “rank” Applicants based on information put forward in the **supplementary questions section of their application** form. Please note 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 applicants think about their experience in light of those requirements. Failure to include information regarding these requirements may result in applicants not being called forward to the next stage of the selection process. (see example below)
* Any applicant that is deemed ineligible or not short listed will be informed of the reason for that decision.
* Competency-based interviews may be held on a phased basis, inviting candidates to interview based on the position held in the ranking exercise.
* A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.
* The post is offered to candidates with the highest score on the panel that express an interest.
* If a candidate declines the post we will offer it to the next highest scoring candidate that expressed an interest etc

**Example:** Una and Joan apply for the campaign. Based on the responses given in the supplementary question section, Una is placed by the ranking board in Band A and Joan is placed in Band B. As Una is placed in Band A she is invited to interview and achieves a score of 596. Una is number one in order of merit on a panel of a total of 112 people. At a later stage Joan who is Band B is invited to interview and achieves a score of 596. Joan’s order of merit on the panel will be 113.

Interviews form a part of the selection process. 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.

Note on References: The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. 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.

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.

**Specific Work Sites**

The purpose of the panel formed is to fill anticipated vacancies within Naas General Hospital, Naas, Co Kildare as opposed to specific work sites. Therefore you are not asked to indicate a specific worksite.

**Marking System**

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

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 the panel you must be awarded a minimum score of 40 for each competency area.

**Future panels**

Please note that candidates successful at interview and placed on the panel formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel.

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 / Refusal of Job Offers**

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Please see Appendix 5 for a full outline of the panel management rules.

1. **Campaign Time Scales**

Closing date for this Occupational Therapy Assistant campaign is: **Wednesday 15th November 2017 at 12 noon**

It is anticipated that interviews will be scheduled for **Mid December 2017/Early January 2018. Therefore we strongly advise that you note these dates in your diary now. It is unlikely that an alternative interview date and time can be offered.** It is our intention to post out the invitations to interview to the correspondence address on your application form. You will receive a text and email to let you know invitations have been posted.

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

1. **Interview Locations**

Interviews will be scheduled locally where possible. Interviews will be held on the dates specified by HBS Recruit, no subsequent or alternative interview dates will be offered to candidates.

If you are invited to interview you will receive a letter detailing what documentation is required to be presented at interview. Please see Appendix 6 which details the documentation needed at interview stage.

1. **Security Clearance**

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by HBS Recruit for the confirmed successful candidate recommended for the post.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now. Please see **Appendix 3** for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

1. **Appeal Procedures**

Appointments in the HSE are made under a recruitment license and are subject to Code of Practice established by the Commission for Public Service Appointments (CPSA). The Code of Practice provides that candidates may make a request for review (see section 7 of the Code) OR make a complaint (see Section 8 of the Code) of any part of the appointment process that they feel is unfair or has been applied unfairly to them. These two forms of review procedure are mutually exclusive. Before submitting a request for review candidates should determine which procedure is appropriate to

their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to Mairéad Harrington, Campaign Lead (mairead.harrington@hse.ie). Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

**We encourage you to visit** [**www.cpsa.ie**](http://www.cpsa.ie) **for further information on the code of practice and informal and formal review procedures.**

**Appendix 1**

**Suitably Qualified Candidates:**

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

**1. Professional Qualifications & Experience**

1. Possess the relevant Health Service Skills FETAC Level 5 qualification which contains Modules 1 & 2

**OR**

1. Have obtained an equivalent qualification to (i) from another jurisdiction

**OR**

1. Be currently employed as an Occupational Therapy Assistant or in a comparable role

**AND**

b) Candidates must have the personal competence and capacity to properly discharge the duties of the role

**2. Age**

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

**3. 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.

**4. Character**

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

**Other Requirements Specific to the Post**

Access to appropriate transport is necessary to fulfil the requirements of the role

**Seeking confirmation on the Level of Qualification achieved.**

Please contact Quality and Qualification Ireland (QQI) - [www.qqi.ie](http://www.qqi.ie) for further information

**Appendix 2**

(i) **EEA Nationals**

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, 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:

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 showing you have permission to be in this State.

**And**

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

**Or**

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

* Marriage/Civil Partnership Certificate

And

* Spouse’s passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 1, 4 or 5

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 **and** their current GNIB card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

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

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

For more details on EEA countries please see visit the Department of Jobs, Enterprise and Innovation website [www.djei.ie](http://www.djei.ie)

**Personal Public Service Number (PPS Number)**

In order to work in Ireland you should have a PPS Number. This is a unique reference number that is used by the employer to make the required tax and social insurance contributions on your behalf. You can apply for a PPS Number through the Department for Social Protection. You can find more detailed information about this at the following web pages: <http://www.welfare.ie/en/Pages/ppsn.aspx>

**Please note:**

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

**Appendix 3**

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.

If you lived in any country for 6 months or more 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) is 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.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by HBS Recruit for the confirmed successful candidate recommended for the post.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, 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**

London:

<http://content.met.police.uk/Site/infomationaboutyourself>

[Metropolitan Police Service - Your right to information](http://www.met.police.uk/information/)

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/>

[www.north-wales.police.uk](http://www.north-wales.police.uk)

The <http://www.police.uk/forces/> 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**

[www.courts.govt.nz](http://www.courts.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/about-us/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 receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

**Note: Any costs incurred in this process will be borne by the candidate.**

**Appendix 4**

**Candidates who CANNOT APPLY**

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

**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) * Voluntary Redundancy Scheme 2010 (VRS) |

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 persons pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Appendix 5**

**Panel Management Rules**

In this appendix we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The time lines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

**Frequently used terms:**

**Expression of Interest:** An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

**Recommendation for Post**: 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.

**Permanent Whole Time Posts**

You will have one working week++ in which to express an interest in a permanent post. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the last date by which you may express an interest. You will also receive a 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.

HBS Recruit may notify more than one candidate, in order of merit that a permanent post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will then be invited to proceed to the next stage of the recruitment process i.e. pre employment clearances. Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally accept a post and subsequently decline the post will be moved to the end of the overall newly formed panel or will be removed completely. The individual rules relating to whether you will be moved to the end or removed completely from the panel will be notified to you at expression of interest/ job offer stage.**

**Candidates who formally proceed to pre-employment clearances for a permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel on their appointment.**

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are active on the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

++ Where Service need requires **the time span in which to express interest may be less than five working days**. The time span and deadline for expressing interest will be clearly indicated on your text alert and in the expression of interest email. **We strongly advise candidates to pay due attention to expiry times.**

**Permanent Part Time Posts**

Vacancies may arise that constitute less than one full time post (i.e. less than one full working week). Where possible we will endeavour to merge vacancies together in order to create a full time post. If this is not possible we will proceed to express the part time post to candidates in order of merit. Permanent part time posts will be communicated to candidates in the same manner as permanent whole time posts.

Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally accept a post and subsequently decline the post will be moved to the end of the overall newly formed panel or will be removed completely. The individual rules relating to whether you will be moved to the end or removed completely from the panel will be notified to you at expression of interest/ job offer stage.**

**Candidates who formally proceed to pre-employment clearances for a part time permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel on their appointment.**

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

**Specified Purpose Whole Time or Part Time**

You will have 48 hours in which to express an interest in a specified purpose post. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the time by which you may express an interest in the job. You will also receive a description of the post / service and contact details for the Service Manager to discuss the service / department if you wish to do so.

HBS Recruit may notify more than one candidate, in order of merit that a specified purpose post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will then be invited to proceed to the next stage of the recruitment process i.e. pre employment clearances. Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

Candidates, who proceed to pre-employment clearances for a specified purpose post will not receive any further expressions of interests for specified purpose posts, and will be classified as “dormant”. This means that you will not be contacted regarding any further specified purpose posts, which arise unless you notify HBS Recruit. At any time, after you take up duty should you be about to become available for specified purpose work again, you can contact HBS Recruit, who will immediately reactivate your status on the panel confirming your availability for specified purpose posts.

**Candidates who take up specified purpose positions will not forfeit their ranking on the permanent panel. Candidates who do not take up or express an interest in specified purpose vacancies will not forfeit their ranking on the panel. Regardless of whether a candidate’s status on the panel is dormant (due to accepting a specified purpose post) or active, it will not affect in any way expressions of interest for permanent positions.**

**Interviews form a part of the selection process. 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.**

**Note on References: The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. Please note the HSE may retract a post 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.**

**Appendix 6**

This appendix details the documentation you must bring to interview with you. If you are invited to interview you will receive a letter detailing what documentation is required to be presented at interview

You will be required to produce the following documentation upon your arrival for your interview. Candidates who do not bring the required documentation listed below **will not be admitted to interview.**

* **Form of recent photographic identification** i.e. drivers licence, passport or student/ HSE Work I.D. This identification will be checked and returned to you immediately on the day.