

**Additional Campaign Information
Community Mental Health Nurse (Clinical Nurse Specialist)
National Recruitment Campaign
NRS0781**

Dear Candidate,

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

This is some additional important information regarding this campaign. We strongly 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 applynursing@hse.ie, or print it and fill in by hand and return by post to: National Recruitment Services, Health Service Executive, HR -Services, Aras Sláinte Chluainín, Manorhamilton, Co. Leitrim

- There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
- We will not be able to process applications by CV or any other method.

NB 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.)

NB 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 the National Recruitment Services check eligibility after the closing date and time for the receipt of applications. This is due to the high volume of applications. The National Recruitment Services can only accept applications received by the closing date and time i.e. **Monday, 14th January 2013 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.

N.B. Please note that the national recruitment services will mainly contact you by mobile phone, e-mail. some communications are sent by post (e.g. invitations to interview, selection process results), therefore it is most important that both your mobile telephone number & e-mail address are included in your application as well as a postal address. It is your responsibility to ensure you have access to your mobile voice mails, text messages and emails. This means that if you choose to use your work mobile and email addresses you may receive communications that have a time deadline requirement while working away or on leave. Therefore we recommend you specify in your application form your personal mobile number and personal e-mail that you check on and have access to on a regular basis

2. Who should apply?

We welcome applications from all suitably qualified candidates who are interested in Community Mental Health Nurse (CNS) positions in either Adult & Older Adult or Child & Adolescent (CAMHS) Care Groups where vacancies may occur for a 12 month period from 26th February 2013 (panels may be extended).

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.

3. Candidates who CANNOT APPLY

Applications received from candidates who fall under the below category 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:

1. Local Government Superannuation Scheme (LGSS)
2. HSE Employee Superannuation Scheme
3. Voluntary Hospital's Superannuation Scheme (VHSS) (Officers or Non Officers Schemes)
4. Nominated Health Agencies Superannuation Scheme (NHASS)

(Please see Appendix 5 for further details.)

4. Will I get a post through this campaign?

The HSE are running a recruitment and selection process to fill current and anticipated vacancies in the Adult & Older Adult and Child & Adolescent (CAMHS) care groups only.

Please note there are current live vacancies in the following sites:

HSE Dublin North East – Dublin North City

- Sectors include Blanchardstown, Finglas , Cabra and Marino/Tolka

HSE Dublin North East- Louth/Meath

- Dunshaughlin
- Trim
- Dundalk

HSE West

- Malloway House, Child and Adolescent Mental Health Services, Sligo.

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.

Applicants who are successful at interview and who are not registered in the Psychiatric Division of the Register of Nurses maintained by An Bord Altranais will remain dormant** on panels and will not be offered any posts until they have informed the National Recruitment Service that they are in receipt of their appropriate An Bord Altranais registration. Please see Appendix 1.

* Ranking exercise = 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. 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.

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

5. Where are the posts located?

It is our intention to fill all permanent and specified purpose Community Mental Health Nurse (CNS) vacancies in the Adult & Older Adult and Child & Adolescent (CAMHS) Care Groups only throughout the HSE through this campaign.

From **26th January 2013** posts for **Community Mental Health Nurse (CNS)** the Adult & Older Adult and Child & Adolescent (CAMHS) Care Groups only in HSE sites / services will be filled from the panel for Community Mental Health Nurse (CNS) formed through this campaign.

6. 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 in their application form. This means that a ranking board comprised of Nursing 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)
- Competency-based interviews may be held on a phased basis, inviting candidates to interview based on the position held in the ranking exercise.

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. 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.

7. Formation of Panels

What is a panel?

A panel is a list of candidates successful at interview placed in order of merit. Panels will be formed by 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 offered to the panel in order of merit. If the number one successful candidate 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 in 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 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 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, if you have accepted a permanent post from the panel or if you have been appointed permanently from the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

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.

8. 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 6 for a full outline of the panel management rules.

9. Campaign Time Scales

Closing date for **Community Mental Health Nurse (Clinical Nurse Specialist)** is: **Monday, 14th January 2013 at 12 noon.**

It is anticipated that interviews will be scheduled for week commencing **18th February 2013**. 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. This is due to the limited availability of the interview board(s). 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.

10. Interview Locations

It is anticipated that interviews will be scheduled centrally in Dublin on week commencing **18th February 2013**.

Interviews will be held in person only, therefore candidates must be available to present for interview in Dublin. Interviews will be held on the dates specified by the National Recruitment Services, no subsequent or alternative interview dates will be offered to candidates. There will be no alternative interview methods e.g. telephone/video conferencing.

If you are invited to interview you will receive a letter detailing what documentation is required to be presented at interview. Please see Appendix 7 which details the documentation needed at interview stage.

11. Security Clearance

Our office will seek Garda Vetting for all of your residences in the Republic of Ireland and Northern Ireland.

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 4** 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.

Suitably Qualified Candidates:

Candidates must have at the latest date of application:

- (i) Be registered in the Psychiatric Division of the Register of Nurses kept by An Bord Altranais or be entitled to be so registered.

And

- (ii) Have at least 5 years post registration experience in the division of the register in which the applicant is currently practicing

And

- (iii) Have a minimum of 2 years experience in the specialist area of community or CAMHS

And

- (iv) Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice

And

- (v) Must demonstrate evidence of continuing professional development

And

- (vi) Must have a formal recognised post registration education relevant to his/her area of specialist practice at higher diploma level or equivalent (level 8) on the NQAI framework

Post Specific Requirements

1. When required the Community Mental Health Nurse (Clinical Nurse Specialist) will undertake the Nurse Prescribing of Medicinal Products Certificate, and achieve the requirements to become a Registered Nurse Prescriber (RNP) in Ireland within an agreed timeframe with DON.

2. Dependent on the area of service provision (i.e. CAMHS or Adult) applicants should:

- Demonstrate depth and breadth of Adult experience (incorporating both Adult and Psychiatry of Old Age).

Or

- Demonstrate depth and breadth of Child & Adolescent (CAMHS) experience.

3. Please note other post specific requirements will be outlined for each individual post that arises, as needed.

Age

No age restriction shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate 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.

Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character

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

Qualified candidates not on the Psychiatric Division of the register kept by An Bord Altranais (ABA)

- If you are not on the Psychiatric Division of the register kept by An Bord Altranais at the time of job offer, the job offer will be withdrawn and you will be made dormant on the panel.
- Therefore if you are interested in pursuing a career as a Community Mental Health Nurse with the HSE, we strongly recommend that you commence the registration process now.
- **Seeking registration is the responsibility of the candidate.**
- Please note registration can take a period of time.
- For further details on registration please www.nursingboard.ie

(i) EEA Nationals

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, 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 and immigration stamp showing you have permission to be in this State.

And

A scanned copy of your certificate of registration (GNIB card showing Stamp 4/ 4EUfam)

Or

(iv) A scanned copy of your certificate of registration (GNIB card showing Stamp 3) and scanned copies of the following:

- Marriage/Civil Partnership Certificate
- and
- Spouses passport showing their identification and immigration stamp 1, 4 or 5

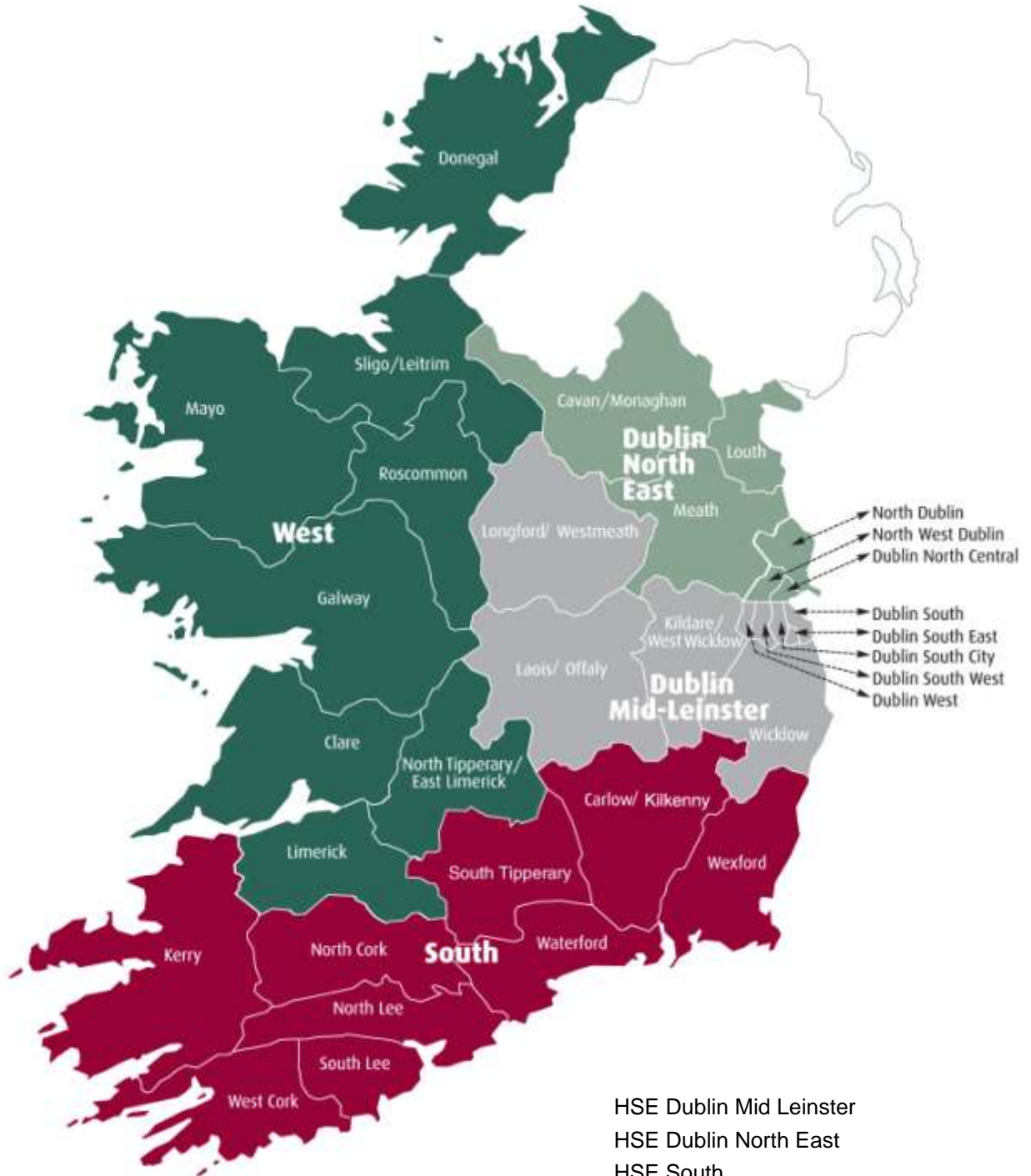
Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.

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

Geographic Areas

Please see key on next page matching geographic areas to HSE Area Management Structures



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

Geographic Areas	HSE Area Management Structures	HSE Regions
Carlow/Kilkenny	Carlow/Kilkenny/South Tipperary	South
Cavan/Monaghan	Cavan/Monaghan	Dublin North East
Clare	Mid West	West
Cork North	Cork	South
Cork North Lee	Cork	South
Cork South Lee	Cork	South
Cork West	Cork	South
Donegal	Donegal	West
Dublin North (Area 8)	Dublin North	Dublin North East
Dublin North Central (Area 7)	Dublin City North	Dublin North East
Dublin North West (Area 6)	Dublin North	Dublin North East
Dublin South (Area 1)	Dublin South East/Wicklow	Dublin Mid Leinster
Dublin South City (Area 3)	Dublin South Central	Dublin Mid Leinster
Dublin South East (Area 2)	Dublin South East/Wicklow	Dublin Mid Leinster
Dublin South West (Area 4)	Dublin South West/Kildare/West Wicklow	Dublin Mid Leinster
Dublin West (Area 5)	Dublin South Central	Dublin Mid Leinster
Galway	Galway/Roscommon	West
Kerry	Kerry	South
Kildare/West Wicklow (Area 9)	Dublin South West/Kildare/West Wicklow	Dublin Mid Leinster
Laois/Offaly	Midlands	Dublin Mid Leinster
Limerick	Mid West	West
Longford/Westmeath	Midlands	Dublin Mid Leinster
Louth	Louth/Meath	Dublin North East
Mayo	Mayo	West
Meath	Louth/Meath	Dublin North East
Roscommon	Galway/Roscommon	West
Sligo/Leitrim	Sligo/Leitrim/West Cavan	West
Tipperary North / Limerick East	Mid West	West
Tipperary South	Carlow/Kilkenny/South Tipperary	South
Waterford	Waterford/Wexford	South
Wexford	Waterford/Wexford	South
Wicklow	Dublin South East/Wicklow	Dublin Mid Leinster

Appendix 4

Applicants who have resided overseas for a period of 6 months or more:

PLEASE NOTE: the Garda clearance form which you complete and return to the National Recruitment Service on the day of your interview **only covers addresses in the Republic of Ireland and Northern Ireland.** However all addresses from birth, including overseas addresses must be provided on our Garda Clearance form.

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: www.met.police.uk/dataprotection
[Metropolitan Police Service - Your right to information](http://www.met.police.uk/dataprotection)
www.disclosurescotland.co.uk
www.south-wales.police.uk/fe
www.north-wales.police.uk

www.police.uk/forces/forceslist.asp This 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.

www.direct.gov.uk/en/Employment/Startinganewjob/index.htm?CID=EMP&PLA=url_mon&CRE=crb (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 This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.courts.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**,

http://travel.state.gov/travel/tips/emergencies/emergencies_1201.html

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.

Persons in receipt of a pension from specified Superannuation Schemes

The HSE has implemented a policy which prohibits the rehire of retired members of HSE staff in all grades. You will not be eligible to compete for posts to be filled in this campaign if you have previously worked for the HSE/former Health Boards and are now in receipt of a pension awarded under the terms of one of the following Pension Schemes:

1. Local Government Superannuation Scheme (LGSS)
2. HSE Employee Superannuation Scheme
3. Voluntary Hospital's Superannuation Scheme (VHSS) (Officers or Non Officers Schemes)
4. Nominated Health Agencies Superannuation Scheme (NHASS).

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.

Former Health Service and public sector employees must ensure that they adhere to their contractual obligations where they have previously availed of the Incentivised Scheme of Early Retirement (ISER), 2010 Voluntary Early Retirement Scheme (VER) or 2010 Voluntary Redundancy Scheme (VRS).

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.

Formal Job Offer: You are formally offered the job i.e. if you accept the formal job offer you will move to the next stage of the selection process- reference checking, occupational health clearance 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.

The National Recruitment Services 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 be offered the post. Candidates who do not express an interest or who reject a post when formally offered **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 formally accept a post and subsequently decline the post will be moved to the end of the overall newly formed panel.

Candidates who formally accept a permanent post will no longer be eligible for any further expressions of interest / job offers, 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, if you have accepted a permanent post from the panel or if you have been appointed permanently from 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 offer 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 offered **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 formally accept a post and subsequently decline the post prior to taking up employment will be moved to the end of the overall newly formed panel.

Candidates who accept a permanent post will no longer be eligible for any further expressions of interest / job offers, 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, if you have accepted a permanent post from the panel or if you have been appointed permanently from the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

Specified Purpose Whole Time or Part Time Job Offers

You will have 24 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.

The National Recruitment Services 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 be offered the post. Candidates who do not express an interest or who reject a post when formally offered **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 accept a specified purpose post will not receive any further expressions of interest / job offers 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 the National Recruitment Services. At any time, after you take up duty should you be about to become available for specified purpose work again, you can contact the National Recruitment Services, 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 / job offers 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.

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 7

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.
- **Garda Vetting Form** - you will also be required to complete a Garda Vetting Form which will be enclosed in your invitation to interview letter. You will be required to fully complete this form and return it to the National Recruitment Services staff on the day of interview. All candidates must complete the Garda Vetting Form. This includes current HSE employees. We strongly recommend to avoid delays on the day of interview that you complete your form in advance of your interview as per the instructions enclosed with your form.