

**Additional Campaign Information  
Clinical Nurse Manager 2 (Student Allocation Liaison Officer)  
Mental Health Services CHO DNCC (CHO 9)**

**0617NL – Campaign Reference (Local)**

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 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. Available from either of the following people – Sean Tone, Area Director of Mental Health Nursing, Nursing Leadership Team, Conolly Norman House, 224 NCR, Dublin 7. [Sean.tone@hse.ie](mailto:Sean.tone@hse.ie)  
Imelda Noone, Nurse Practice Development Co-ordinator, Phoenix Care Centre, NCR, Dublin 7. [Imelda.noone@hse.ie](mailto:Imelda.noone@hse.ie)

- 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.
- Applications stored on personal online storage sites, e.g., SKYDRIVE, CLOUD, etc. will not be accepted.

Please ensure that you fully complete the qualifications and eligibility criteria sections 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 the Nursing Leadership Team check eligibility after the closing date and time for the receipt of applications. This is due to the high volume of applications. The Nursing Leadership Team can only accept applications received by the closing date and time i.e. **Friday 14<sup>th</sup> of July 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 the Nursing Leadership Team will mainly contact you by mobile phone, and e-mail. Some communications are sent by post (e.g. invitations to online testing, 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. We recommend you use your personal mobile and email that you have regular access to.

## 2. Who should apply?

We welcome applications from all suitably qualified candidates who are interested in Clinical Nurse Manager 2 (Student Allocation Liaison Officer) positions in Mental Health Services, CHO DNCC (CHO 9).

A panel may be created for Mental Health Services, CHO DNCC from which specified purpose vacancies of full or part time duration may be filled.

There are criteria that apply to applicants being deemed eligible or ineligible. Information on this is available on the appendices detailed below:

- For more details on the qualifications and eligibility criteria please see Appendix 1.
- For information on “Non-European Economic Area Applicants” please see Appendix 2.
- Please note we cannot accept applications from applicants who are in receipt of pensions from particular superannuation schemes (i.e. if you are retired), please see Appendix 4 for more information on this.

## 3. Will I get a post through this campaign?

There is currently one CNM2 (SALO) specified part time vacancy (0.5 wte) in Mental Health Services, CHO DNCC. By participating in this process you are ensuring that you will be included for access to this 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 you may be placed on a panel in order of merit, from which specified purpose job offers may be made.

Applicants who are successful at interview and who are not registered in the relevant Division of the Register of Nurses maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) will remain dormant\*\* on panels and will not be offered any posts until they have informed the Nursing Leadership Team that they are in receipt of their appropriate Nursing and Midwifery Board of Ireland registration. Please see Appendix 1.

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

## 4. What is the selection process?

- You must complete the official 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 Managers will assess your application form against the eligibility criteria to see how your qualifications, individual experience and skills match the needs of the post. Short listing may also take place based on the requirements of the posts.
- 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.
- Any applicant who did not meet the eligibility or short listing criteria will be informed of that decision and the reason why.
- Candidates who have demonstrated the requisite qualifications, skills and experience will be called to interview. There may be a number of stages, a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.
- Competency-based interviews may be held on a phased basis, inviting candidates to interview based on the position held in the ranking exercise.

- Marking System within the interview - 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 at interview you must be awarded a minimum score of 40 for each competency area.
- Candidates who are successful at interview will be placed on a panel in order of merit.
- We will offer the posts to the candidates with the highest scores on the panel.
- If a candidate declines the post we will offer it to the next highest scoring candidate etc.
- We would like to highlight to you that 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.
- 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

#### **Future panels**

Please note that candidates successful at interview and placed on panels 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.

### **5. 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.

### **6. Campaign Time Scales**

Closing date for this Clinical Nurse Manager 2 (Student Allocation Liaison Officer) campaign is: **Friday 14<sup>th</sup> of July 2017 at 12 Noon**

Interviews dates are to be confirmed. It is unlikely that an alternative interview date and time can be offered after interview date is confirmed. 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.

## 7. Interview Locations

Interviews will be scheduled locally. Interviews will be held on the dates specified by the Nursing Leadership Team, 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.

## 8. 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 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.

## 9. Appeal Procedures

Appointments in the HSE are made under a recruitment license and are subject to Codes of Practice established by the Commission for Public Service Appointments (CPSA). Under the Codes of Practice candidates are entitled to appeal any part of the appointment process that they feel is unfair or has been applied unfairly to them. Candidates are entitled to one of two forms of review procedure which are mutually exclusive - a Section 7 **or** a Section 8 review. 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 the Campaign Lead – Sean Tone, Area Director of Mental Health Nursing. 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:

Each candidate must, at the latest date for receipt of completed applications for the post:

- Be registered in the Psychiatric Division of the Register of Nurses & Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered

And

- Have at least 5 years post registration experience of which 2 must be in the speciality area of psychiatric nursing

And

- Have the clinical, managerial and administrative capacity to properly discharge the functions of the role

And

- Demonstrate evidence of continuing professional development at the appropriate level

*Please note that 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 Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland)*

### Post Specific Requirements:

Demonstrate depth and breadth of experience in the area of psychiatric nursing as relevant to the role

### 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

### 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.

### **Qualified candidates not on the Psychiatric Disability Division of the register kept by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland)**

- If you are interested in pursuing a career as nurse/midwife with the HSE, we recommend that you commence the registration process now
- If you are successful at interview and are not registered in the Psychiatric Disability Division of the Register of Nurses maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) you will remain dormant\*\* on the panel and will not be offered any posts until you have informed the Nursing Leadership Team that you are in receipt of your appropriate Nursing and Midwifery Board of Ireland registration.
- **Seeking registration is the responsibility of the candidate.**
- Please note registration can take a period of time.
- For further details on registration please see [www.nursingboard.ie](http://www.nursingboard.ie)

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

## Appendix 2

### (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 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 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)

## 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) 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 NOTE:** Garda vetting 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 vetting form.

All Northern Ireland addresses on vetting applications must include a Postal Code. Further information in respect of Postal Codes is available on the following websites:

[www.royalmail.com/find-a-postcode](http://www.royalmail.com/find-a-postcode)

[www.postoffice.co.uk/postcode-finder](http://www.postoffice.co.uk/postcode-finder)

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](#)

[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 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](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.

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 Nursing Leadership Team 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 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 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 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 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 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.

The Nursing Leadership Teams 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.

\*Where service need requires **the time span in which to express interest may be less than 48 hours**. 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.**

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 Nursing Leadership Team. At any time, after you take up duty should you be about to become available for specified purpose work again, you can contact the Nursing Leadership Team, 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.

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 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.

## Appendix 6

If you are invited to interview you will receive a letter detailing what documentation is required to be presented at interview

You will also be required to produce the following documentation:

- On the day of your interview you will be required to produce **a form of photographic identification** i.e. drivers licence, passport or student/HSE I.D. This identification will be checked and returned to you immediately on the day. Candidates who do not bring the required documentation **will not be admitted to interview.**
- Before your interview you are be required to complete a **Garda Vetting Form** and return it to the Nursing Leadership Team. This form will be enclosed in your invitation to interview letter. All candidates must complete the Garda vetting form. This includes current HSE employees. We strongly recommend that you complete your form as per the instructions enclosed.