

**All sections to be completed in full**

|  |
| --- |
| APPLICATION FORM**Clinical Nurse Manager 2 (Student Allocation Liaison Officer)****Mental Health Services CHO 9** |

Please carefully note the following instructions:

* Please ensure you fully read and understand the “Additional Campaign Information” for Candidates –specific to this campaign
* Please read the Job Specification which provides the necessary information about the requirements of this post.
* Please ensure you read in full, the instructions for the completion of this application form and complete all areas, including the supplementary questions section, in full. When completing your application it is recommended at all times that you consider your qualifications, experience and supplementary question answers in light of the job specification and requirements of the role.
* Failure to complete all areas of the application form may result in you not being brought forward to the interview stage of the selection process.
* Please ensure that your completed Application Form reaches this office no later than **Friday 14th July 2017 at 12 noon**. Applications received after this date and time will not be accepted.
* Candidates should note that there can be a time delay in receiving email applications. We recommend that applicants wishing to return an application by email should allow a minimum of 1 hour for their application to reach sean.tone@hse.ie by the closing date and time of Friday 14th July 2017 at 12 noon. Applications will not be accepted after this date and time, no exceptions will be made. Applications stored on personal online storage sites, e.g. Skydrive, Cloud etc will not be accepted.
* In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* All previous employers may be contacted for reference purposes.
* Should you be invited for interview, you may take a copy of your application form with you.
* The Health Service Executive will run this campaign in compliance with the Codes of Practice published by the Commission for Public Service Appointments (CPSA). The Codes of practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie) . Further information is also available in Additional Campaign Information.
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognizes its responsibilities under the Data Protection Acts 2003 & 1988 and the Freedom of Information Acts 2003 & 1997.

Please return completed application form to:

|  |
| --- |
| E-mail: sean.tone@hse.ieBy post: Sean Tone, Nursing Leadership Team, Conolly Norman House, 224 NCR, Dublin 7 |
| Closing date for applications: | **Friday 14th July 2017 at 12 noon** |
| Interview Dates:  | Interview dates will be communicated at a later stage |

|  |
| --- |
| **Applicant Details** |
| Position Applied for: | Clinical Nurse Manager 2 (SALO) |
| Position Reference No.: | N/A |
|  |  |
| Candidate Reference No (office use only) | 0617NL (Local DNCMHS) |
| Personal Details: |  |
| First name : |  |
| Last Name: |  |
|  |  |
| Postal address for correspondence: |  |
|  |
|  |

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

|  |  |
| --- | --- |
| E-mail Address **(mandatory)**: |  |

|  |  |
| --- | --- |
| PPS Number  |  |

|  |  |
| --- | --- |
| Where did you see this position advertised? |  |

|  |  |
| --- | --- |
| Drivers Licence (please state type & category): |  |

European Economic Area

Are you an EEA (European Economic Area) National? Yes [ ]  / No [ ]

Please see Appendix 2 of Additional Campaign Information for definition of an EEA National. NB If you are a non EEA citizen you must provide the requested documentation to support your application. For further information you must read “Appendix 2” in the “Additional Campaign Information”

1. **Superannuation Schemes**

|  |
| --- |
| Are you currently in receipt of a pension from any of the following superannuation schemes? **(This means are you retired?)** |
|  | YES | NO |
| 1. Local Government Superannuation Scheme (LGSS)
 |  |  |
| 1. Health Service Executive Employee Superannuation Scheme
 |  |  |
| 1. Voluntary Hospital’s Superannuation Scheme (VHSS)
 |  |  |
| 1. Nominated Health Agencies Superannuation Scheme (NHASS)
 |  |  |

If you have answered ‘yes’ in relation to any of the above Superannuation Schemes you are not eligible to apply for 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). Please read Appendix 4 in ‘Additional Campaign Information’ for further details.

1. **Current Contractual Status**
* **I am currently a Dublin North City Mental Health Services employee\* Yes** **[ ]  No** **[ ]**

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

* **I have a permanent contract** **[ ]**

**or**

* **I have a temporary contract** **[ ]**

\***You must be an employee of DNCMHS in order to be eligible for this campaign**

1. **Proficiency in Irish**

Candidates will be afforded the added opportunity to demonstrate their ability to perform the duties of the office through Irish. This assessment will be on a pass/fail basis and will not disturb the marks awarded in the selection process. Where vacancies arise for which proficiency in Irish is a management requirement, the HSE will offer such posts in order of merit to candidates who have successfully passed the Irish assessment. Please indicate if you wish to undertake an Irish assessment exam Yes [ ]  / No [ ]

**Qualifications & Eligibility Criteria**

Please indicate below how your qualifications and professional experience meet the eligibility criteria for the post of Clinical Nurse Manager 2 (Mental Health). Please note that if you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview. (Please read Appendix 1 of Additional Campaign Information before completing this section.)

1. **Nursing Registration**

|  |  |
| --- | --- |
| **Please tick the nursing registration status which best matches and provide your PIN number.** | **Pin Number** |
| I am actively registered in the Psychiatric division of the Register of Nurses kept by the Nursing Midwifery Board Ireland |  |  |
| I am on the inactive register in the Psychiatric division of the Register of Nurses kept by the Nursing Midwifery Board Ireland |  |  |
| I am a registered Psychiatric Nurse with a European Authority other than the Nursing Midwifery Board Ireland |  |  |
| I am a registered Psychiatric Nurse with a non European Authority  |  |  |
| **The date my name was entered on the Psychiatric division of the register is**:Please enter as DD/MM/YYYY |  |

1. **5 years post registration psychiatric nursing experience**

Please detail below (in months) your experience to date that demonstrates your fulfilling of this eligibility criteria.The 5 years (60 months) experience must be achieved no later than 27 March 2015. If you work in a part-time capacity please list your monthly hours and total months of work as they are. Please do not make whole time equivalent calculations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From Date 00/00/00**  | **To Date****00/00/00** | **Average Monthly Hours** | **Total Months**  | **Employer** | **Title of Post** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Cumulative Months** |  |  |
| \*‘if it is not clearly evident from the title of your post that it satisfies the eligibility criteria please provide further detail in the box below |
|  |

**Educational Achievements**

Please include second level and third level educational achievements:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DatesFrom MM/YY ToMM/YY | Educational Institution  | Conferring Body | Course of Study  | Qualification Achieved  | Grades Achieved  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Detailed Career History – listing the most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| Dates00/00/00 | Employer | Title of Post | Main Roles and Responsibilities |
| From  | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Supplementary Questions 1 - 4

A guide to completing supplementary questions is available in Appendix 1 of this application form. It is strongly recommended that you read the guide and the job specification before completing this section of your application form. In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas 1- 4. A summary definition of each of the skill areas is provided for your information. This is a summary of what we mean by each skill heading. Remember anything you say may be used as part of a shortlisting / ranking exercise and may be discussed in more depth at interview, should you be called to one.

|  |
| --- |
| **1**. **Organisation & Management Skills**It is important for the CNM 2 to be able to plan and organise resources efficiently and effectively within a specified timeframe. S/he co-ordinates and schedules activities to ensure the smooth running of his / her area of responsibility and will effectively manage unexpected events. S/he is flexible and adaptable in approach to their workload.In the space below, please give an example of a situation where you best demonstrated your ability in this area. |
|  |

|  |
| --- |
| **2.** **Building & Maintaining Relationships *(including Team Skills & Leadership skills)***The effective CNM 2 will demonstrate good interpersonal skills and the ability to build and maintain relationships. S/he demonstrates the ability to work well as part of a wider team, being approachable, helpful and supportive. S/he uses diplomacy and tact in fraught situations and can diffuse tense situations comfortably. In the space below, please give an example of a situation where you best demonstrated your ability in this area. |
|  |

|  |
| --- |
| **3. Commitment to Providing a Quality Service**An effective Clinical Nurse Manager 2 demonstrates a commitment to providing a quality service. S/he is innovative and open to change in striving to ensure high standards in service delivery. S/he ensures that the service user is a key consideration at all times. S/he monitors and reviews his / her own work to ensure its quality and accuracy. S/he must also demonstrate a commitment to continuing professional development and facilitate the development of others by providing support such as mentoring and coaching. In the space below, please give an example of a situation where you best demonstrated your ability in this area. |
|  |

|  |
| --- |
| **4a. Knowledge / Experience Relevant to Role**Please provide below SPECIFIC DETAILS from your experience in providing nursing care relevant to Mental Health and working with Students, that you feel help you meet the post specific requirements for this role. Please note that the information supplied here and on other sections of the application form will be taken into consideration should a short listing exercise for this campaign occur. |
| **Date(s) from** |  | **Employer(s) & Department Name** |
| **Date(s) to** |  |
|  |

General Declaration

It is important that you read this Declaration carefully and then sign it in the space below.

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

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

These obligations are as follows:

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

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

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

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

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

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

Part 2

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

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

Executive.

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

Failure to sign application will render it invalid[[1]](#footnote-1).

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Applicant) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References:

Please give three referees (including your current employer). Please ensure that the referees you provide are from a clinical perspective. We retain the right to contact all previous employers. Do you wish us to contact you prior to contacting your referees?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: |  | No:  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| 1. Name and Job Title of Referee: |  |
| Professional Relationship to candidate: |  |
| Postal Address: |  |
|  |
|  |
| Telephone Contact Details: | Mobile: | Landline: |
|  |
| Email Address:  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| 2. Name and Job Title of Referee: |  |
| Professional Relationship to candidate: |  |
| Postal Address: |  |
|  |
|  |
| Telephone Contact Details: | Mobile: | Landline: |
|  |
| Email Address:  |  |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| 3. Name and Job Title of Referee: |  |
| Professional Relationship to candidate: |  |
| Postal Address: |  |
|  |
|  |
| Telephone Contact Details: | Mobile: | Landline: |
|  |
| Email Address:  |  |

Equality Monitoring Information

Candidates please note this data is for administrative records only, and does not form part of the information submitted to the interview board, or any portion of the appointments process.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name |  | Date of Birth |  |

|  |  |
| --- | --- |
| Nationality |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Gender Male |  | Female |  |

**Applicant Checklist - Important**

We recommend that you check your application form carefully to ensure that you have included / clearly illustrated / answered:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Mobile Telephone NumberEmail AddressPostal Address | [ ] [ ] [ ]  | **Mandatory** |
| 2 | That the information you have provided with regard to your eligibility to apply on page 5 shows clear dates e.g. DD/MM/YY, periods of employment, job titles, education courses, college names, qualification titles | [ ]  |  |
| 3 | Supplementary Questions 1 – 4(Each question must be fully completed to ensure eligibility to progress in this campaign) | [ ]  |  |
| 4 | Work Permit Documentation (if relevant to non EU applicants) (Please refer to Appendix 2 of the Additional Campaign information document for details of documentation required) | [ ]  |  |
| 5 | That your application is submitted by the closing date and time of 12 noon Friday 14th July 2017 | [ ]  |  |
| 6 | That you have downloaded or printed the job specification and Additional Campaign Information for future reference. |

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

# Appendix 1

SUPPLEMENTARY QUESTIONS GUIDE

Information on completing the Supplementary Questions:

In the supplementary questions section, you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for the position of Clinical Nurse Manager 2 (Mental Health). The skills and qualities are outlined in the Questions Areas 1 - 3.

All question areas must be completed and remember that you will be questioned on all areas at interview. The instructions below will help you to complete your answers, but you should also consider these instructions when you are preparing for interview.

For each Question Area 1-3, you are given a description of a skill or quality. You are then asked to describe a situation, from your own experience, which you think is the best example of what YOU have done which demonstrates this skill or quality. It is essential that you describe how you demonstrated the skill or quality in question.

The information you present here may form part of a ranking exercise process, and may also be used to help structure your interview, if you are invited to one. A ranking exercise may apply based on the information you provide in your application form. This means that a ranking board will “rank” applicants based on information put forward in the supplementary questions section of your application form. Interviews may be held on a phased basis, inviting applicants 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.

Therefore, compose your replies carefully in this section and try to structure what you write so that you give specific information about what you have done - for example, do not simply say that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

Do not exceed the space allowed in the boxes. One of the key skills required of the Clinical Nurse Manager 2 (Mental Health) is the ability to write clearly and concisely and your written communication skills will be assessed against what you write on your application form.

For each example please include the following:

(a) the nature of the task, problem or objective;

(b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it);

(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the board may look for additional examples of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

Notes:

1. You may use a word processor to reproduce these pages and type your replies
* It is recommended that you keep a copy of this section of the application form

Guidelines for Completing the Supplementary Questions

Supplementary Questions are designed to help you to present relevant evidence in order that decision makers can evaluate how well you ‘fit’ the requirements of a particular role. Relevant evidence is usually drawn from your work experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against specific skills required for effective performance in the role. To do this they need you to give enough detail so that they can tell what you actually did and how you did it.

The people doing the screening will not assume that you demonstrate a skill at the right level just because of your current role, length of experience or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks.

So, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe how you reached relevant decisions.

Some guidelines for presenting yourself well are given below:-

* Give specific examples – most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about what you actually did. This detail might include information about timescales, the number of people involved, budgets etc. It can help to use bullet points to that the sequence of events is clear to the reader.
* Give a range of examples – if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.
* Be concrete rather than theoretical – a clear description of how you actually behaved in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.

# Examples on how to complete this section of the application form

Skill Area: Communication Skills: able to adapt your communication style to particular situations and audiences….. able to produce clear and concise written information….

Example 1: I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients’ needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. As a result of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.

Example 2: (a) The unit I was attached to was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases the management report was publicly available and was subject to a great deal of scrutiny. A new style/format of management letter needed to be developed for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.

(b) I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just 10. I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients and included more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations I encouraged clients to ask questions and develop their understanding of the issues at hand.

(c )The summarised management report and improved presentations were seen as a success by the clients, who with exception, in responding to an evaluation survey, found the new format/style better than the previous, and all requested that the revised system should be continued. 80% credit

Example 1 (above):

This is not a good example because it:

* does not give sufficient details of exactly what the person did or how they actually demonstrated their “ effective communications skills”
* also, it is not clear where the information requested at (a), (b) and (c) (supplementary section) is presented.

Example 2 (above):

This is a better example because it:

* describes exactly what the person did and how they communicated, for example

“…..consultation, mainly over the phone and face-to face” & “developed a format for a summarised report, reducing the average length from 40 pages to just 10” “achieved this through careful editing of the information and increased use of graphs”. “encouraged clients to ask questions”

* also, it is clearer where the information requested at (a), (b) and (c) of the supplementary question section is presented.

Reminder:

Once you have completed Question Areas 1-3, you should progress to Question Area 4 -a Knowledge/Experience Question. Please note that all 4 areas must be completed at the time of application.

In Question 4 it is recommended that you clearly demonstrate your experience in the Specialty Area. Should a short listing exercise occur, it is most likely that this is the question that will be used to make decisions.

1. If you are submitting your application form via email we will accept the application form unsigned but you will be required to sign the Declaration at interview should you be invited to one. [↑](#footnote-ref-1)