



Candidate information document **Recruitment reference no: HSEDSE0126, Clerical Officer**

HSE Dublin and South East Region

Thank you for your interest in this role. We aim to form a panel and supplementary panel from this recruitment campaign as outlined in the job specification.

This document provides information on the recruitment and selection process. We recommend that you read this document before submitting your application.

The HR / Recruitment Team Contact details:

- For any queries regarding the Recruitment process please contact: HSE Dublin & South East Recruitment Team. dserecruitment@hse.ie
- The HR/Recruitment team may contact you via Rezoomo message, email, phone, SMS, or post. We will tell you at each stage what to expect. It is important to provide accurate contact details on your application form and ensure regular access to your emails and to Rezoomo; we use to communicate with you. If you choose to use your work email, or have an account linked to your work email address, you must be aware that some communications may require a response within a specific timeframe. To prevent emails from going into spam, consider adding the HSE domain to your whitelist or safe senders list.

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Who should apply?

We welcome applications from qualified individuals who meet the eligibility criteria for this role. The job specification outlines further information on the role and includes details on the eligibility criteria.

The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. We aim to develop the workforce to reflect the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.

- The HSE is committed to creating a positive working environment where all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential.

For more details and information on:

- Qualifications and eligibility criteria refer to [appendix 1](#).
- EEA, Swiss, British and Non-European Economic Area Applicants resident in the State see [appendix 2](#).

A full explanatory list of the documents required from a non-EEA applicant resident in the State at application stage is in appendix 2.

Note non-EEA citizens resident in the State who are not able to supply the documents listed in appendix 2, are not entitled to participate in this recruitment campaign. This is in accordance with the [EU Community Preference principles](#).

While the HSE is an equal opportunities employer, in line with current Department of Enterprise, Trade and Employment permit requirements, we will only consider applications from non-European Economic Area (EEA) citizens, not resident in the State, if we cannot find an EEA citizen to fill the vacancy.

The HSE welcomes applications from suitably qualified non-EEA applicants who have refugee status. We ask applicants to provide documentary evidence confirming their refugee status.

How to apply for this post.

- You must submit a fully completed digital application form via Rezoomo.
- Your application must be your own work and reflect your own experiences, competencies and skills. Do not use AI to complete the application form
- You do not need to sign emailed applications; we will request you sign your application form at a later stage.

We require the same information from all candidates in order to make fair decisions on their applications.

- We will confirm receipt of your application within 2 working days. If you have not received a response within this period, contact the recruitment team via email to confirm they have received your application. We will not accept any applications after the closing date.
- We check the eligibility of the applications after the closing date. It is important that you fully demonstrate how you meet the eligibility criteria for the role. If you do not include all relevant information, your application may be ineligible and will not progress to the next stage in the selection process.
- You must submit your application form as a Digital Application form via the Rezoomo website only. We will not accept applications stored on personal online storage sites. For example, OneDrive, Cloud, Dropbox, Google Drive. Please use Google Chrome, Microsoft Edge, Safari or Mozilla Firefox browsers to apply on Rezoomo.
- We will only accept complete applications received by the closing date and time. If you submit multiple applications, we will only consider the last one received before the closing date and time.
- We will only contact you via our Rezoomo or via Phone. Please ensure your contact details (email address, mobile phone number) are included on your application form and

use an email address that you regularly access since we do require a timely response to communications.

Candidates on existing panels

If you are not currently on a panel for Clerical Officer – HSE Dublin & South East Region the below information is not relevant or applicable to you.

If you are currently on a local panel that is due to expire, and you want us to consider you for future Clerical Officer – HSE Dublin & South East Region opportunities, you can apply for this new supplementary campaign.

If the panel you are currently on is not expiring, it will take priority over the supplementary panel formed after this new campaign while it is in existence. Panels formed by the recruitment team will remain in place for at least 12 months, with the option to extend up to a maximum period of 2 years, according to service need.

If the panel you are on is due to remain and you wish to apply for the new supplementary campaign (HSEDSE0126), **you can choose to remove yourself from the existing panel and re-apply for the new campaign. To remove yourself from the existing panel, email your request to relevant local HR team before the closing date of the supplementary campaign Tuesday 3rd March 2026 @ 12:00 Noon.**

If you remove yourself from the existing panel and subsequently place on the supplementary panel, all candidates on the existing panel will automatically have a higher order of merit than those placed on the supplementary panel created by the new campaign.

How we will manage the selection process.

- The purpose of this recruitment and selection process is to fill current and anticipated vacancies as detailed in the job specification for the lifetime of the panel. Being on a panel does not guarantee a job offer.

STAGE 1: APPLICATION

- To have your application considered, complete the relevant application form in full. We may not submit incomplete forms for consideration by the selection board and / or progression to the next stage of the selection process.
- A selection board will assess your application form against the eligibility criteria to match your experience and skills with the post's requirements. Addressing these requirements is crucial.

- The selection process may involve multiple stages, including short-listing or ranking exercises based on the post's requirements as outlined in the eligibility criteria, skills, competencies and knowledge sections of the job specification. We will place successful applicants in an order of merit, and call them for interview in bands / groups based on the service needs of the organisation.
- We will inform applicants that do not meet the eligibility criteria, or are not shortlisted, of the decision and the reasons.

Stage 2: Online Aptitude Tests

All candidates who submit a completed application form by the closing date and time may be invited to complete Online Aptitude Tests. More information is available on Stage 2 further on in this document.

Aptitude Tests are an integral part of this recruitment campaign. If Aptitude tests are used as part of the formation of panels candidates who choose not to complete the Online Aptitude Tests will be considered to have withdrawn their candidature, i.e., we will understand that you have withdrawn your application.

The HSE welcomes applications from candidates with diverse abilities and is committed to creating a workplace culture under the principles of equality, diversity, and inclusion. Candidates with a disability who feel they may require an accommodation to enable them to undertake the Aptitude Tests should indicate this in the application form. Accommodation requests and supporting documentation are confidential and are not linked to the application form submitted to interview boards, personnel files or any other element of the recruitment and selection process. Please refer to the section on Reasonable Accommodation requests for candidates with disabilities & Appendix 4 in this document for further information.

There is likely to be a very large number of candidates for this recruitment campaign. It is important for you to consider that some candidates may not be called forward to interview for a significant amount of time. Candidates may be ranked based on their Aptitude Test score. Candidates with the highest Aptitude Test scores may be called forward to interview first, dependent on the number of job opportunities available, the next highest scoring candidates may be called forward to interview. Please see Stage 3 of this document for further information.

This may be the end phase for many candidates, as we expect the number of candidates to greatly exceed opportunities by county. Progress to the next stages of the selection process will fully depend on the needs of the services (job vacancies).

Stage 3: Competency Based Interview

All candidates who have the relevant qualification or experience (as outlined in the eligibility criteria on page 16 of this document) and who completed Stage 2, the Aptitude Tests, will be invited to interview in cohorts based on their Aptitude Test score and based on the service need in the county chosen. The Aptitude Test scores are used to rank candidates in order of merit. Those with the highest Aptitude Test score will be invited to interview first. You will be notified if / when you are being invited to interview.

It is important to note that candidates called for the second and subsequent cohorts of interviews will be called forward in line with service need and their ranking, by county. This means candidates may be called forward for interview in one county but candidates with the same scoring range for another county may not be called forward at that time. This will continue to be based on the ranked scores received in the Aptitude Tests.

Please be assured that throughout the various stages of this recruitment campaign we will send you emails to let you know or to remind you about what is happening next and what you have to do.

What do I need?

- To submit the Online Application and upload a copy of your Photographic ID you will need internet access through a device such as a smart phone / laptop / tablet or desktop PC.
 - To undertake the Aptitude Test you will need access to a device such as a smart phone / laptop / tablet with an integrated camera. It is recommended that candidates do not use an Apple device or Safari browsers. Apple devices and Safari browsers are not supported by the Aptitude Test provider and can be known to cause pop ups that impact on screenshots successfully being taken during the test. These screenshots are a requirement to ensure that HSE can conduct proctoring after candidates have completed the aptitude test.
- Applicants invited to interview will receive more details at that stage.
 - Proposed interview dates will be indicated at a later stage. Candidates will normally be given at least two weeks' notice of interview. Additional Campaign Information provides more detail on how interviews will occur. It may be less, in exceptional circumstances.
 - We will place applicants, successful at the interview stage, on a panel in order of merit.
 - If there is an existing panel in place, it may take precedence over the newly formed panel for this campaign. [Appendix 5](#) provides full details on panel management rules.
 - We will offer posts to the candidate with the highest order of merit.

- Interviews are an integral part of the selection process.

Stage 4: Clearances

- The HSE requires all necessary employment references to assess the applicant's past performance and behaviour. The HSE determines the merit and relevance of references. The HSE reserves the right to remove candidates from specific recruitment panels and to retract conditional job offers if satisfactory clearances such as past /current employment references and security clearances are not available, or are unsatisfactory.
- We may contact all previous employers for references.
- The HSE reserves the right to retract a conditional job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

Candidate supports

Visit the [candidate supports on the recruitment process](#) for further information on:

- What to expect [when applying for a job with the HSE](#)
- What to expect during [the HSE recruitment journey](#)
- E-Learning modules on the recruitment and selection process*:
 - [Applying for a job in the HSE](#)
 - [About interviewing in the HSE](#)
 - [Practising for an Interview in the HSE](#)

*If you are a current HSE employee, these modules are also available on HSeLanD and can be included in your learning profile.

Sign up to the [HSE's Career Hub](#) to keep informed about new job opportunities tailored to your preferences. You can find the latest opportunities on the [HSE Jobs page](#).

Reasonable Accommodation requests for candidates with disabilities

We can provide applicants with access arrangements or other reasonable requirements to allow them to participate in the selection process. If you need any specific arrangements for completing the application process and/or accessing or participating in the interview, please let us know in advance. In the case of support required to apply for the role contact us immediately, and no later than one week before the deadline for receipt of applications.

Reasonable accommodation means making practical changes to give candidates with disabilities an equal chance. Some examples of adjustments that we can offer are assistive technology and extra time.

If you tell us you need a reasonable accommodation, we will discuss this with you. Following this discussion, we will share the outcome with the interview board members to ensure the provisions are available and in place on the day.

Read the [Process Flowchart on Reasonable Accommodation for Candidates](#) to help you understand the process.

Interview notes

Equitas is predominately used for our interviews. This interview software allows for interviews to be recorded and transcribed eliminating the need for note taking. When this software is not in use the Interview board members will take notes during each interview to use as an aide memoir to support board discussions. In keeping with process transparency, a candidate can request a copy of the relevant transcript/interview notes. Where notes are provided these will be copies of the original handwritten sheets, typed copies are not created and therefore cannot be provided. It is important to remember the sole purpose of any notes produced. A verbatim or complete record of the interview overall should therefore not be expected.

Formation of panels

What is a panel?

A panel is a list of candidates who have been successful at interview, ranked in order of merit. We place the highest-scoring candidate first on the panel, and offer subsequent vacancies in order of merit. If the first candidate declines the conditional job offer, we offer it to the second candidate, and so on. Panels remain active for at least one year and can extend them.

Location of Jobs

Panels are being formed by county for HSE services from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.

Choose the county you want to work in from the following options:

Dublin-South*	Carlow / Kilkenny
Wicklow	Waterford
Wexford	Tipperary South

*For clarification purposes for this recruitment campaign –Dublin South is understood to be sites / services etc. located south of the River Liffey.

You cannot select change the county selection after the application submission deadline. We will only invite eligible applicants who specify at least one county to interview.

We form panels based on merit and then categorise it by county.

The purpose of this recruitment campaign is to fill anticipated vacancies within a county; therefore, you are not asked to indicate a specific work site at any stage. Full details of individual jobs will be provided to panel members, after Stage 3 through an “expression of interest”.

Candidates successful at interview (Stage 3) are placed on a supplementary panel for their county choice.

- Dependent on your order of merit you will be informed through an “expression of interest” about Clerical Officer, Grade III roles in that county.
- Dependent on your order of merit, as each individual job arises, we let panel members know of the job via Rezoomo. This correspondence tells the panel members about an individual job at a particular site, details include location, start date, the service itself, the team and the contact details of the Manager at that site with whom to talk to, to find out more information.
- If you are not interested in a job, that is not a problem - simply ignore the Rezoomo correspondence until you see a job that is of interest to you.
- The first panel formed by RHA(Regional Health Area) will be the first supplementary panel.
- Where a post is unfilled after having been expressed to the relevant County Panel, it will be issued to the RHA panel. The RHA panel will be formed by an overall order of merit.
- A position on the panel is not a job offer and does not necessarily mean that you will be offered a post. By participating in this process, you are ensuring that you will be included for access to these and future opportunities that may occur. There is likely to be a very large number of candidates on each panel, however, there may not be an equal number of jobs. We expect the number of candidates to greatly exceed opportunities in the county. The number of jobs from this recruitment campaign are dependent on the requirements of each service. Once a panel is formed, it remains in existence for 1 year and may be extended.

Example 1: if you choose Carlow/ Kilkenny – and are successful at interview (Stage 3), you will be on a supplementary panel for Clerical Officer, Grade III opportunities in Carlow/Kilkenny – this would typically include but is not limited to services like St Luke’s Hospital Kilkenny services such as Primary Care Services, Social Care Services, Mental Health Services and any Corporate Service roles in that county.

Example 2: if you choose Wexford– and are successful at interview (Stage 3), you will be on the panel for Clerical Officer, Grade III opportunities in the Wexford area for the HSE– this would typically include but is not limited to services like Wexford General Hospital, Community Health Organisation services such as Primary Care Services, Social Care Services, Mental Health Services and any Corporate service roles in the IHA area.

Candidates successful at interview and placed on county panel(s) may form the candidate pool for posts analogous (aligned) to the grade of Clerical Officer. Please note a further selection process may apply, which will be indicated to panel members should these roles occur.

Marking System

Candidates are given marks for skill/competency areas during the interview. These skill/competency areas are clearly outlined in the Job Specification.

If two candidates receive the same marks a second ranking exercise will be conducted. A predetermined skill/competency area from the interview will be chosen to further rank the successful candidates.

For example: Candidate A and Candidate B both pass the interview and score 4.21, which would place them jointly at number 3 on the panel. In this example, Professional Knowledge is the secondary ranking area. The candidate who scored highest in this area and expressed interest will receive the conditional job offer first. Candidate A scored 4.20 in the Professional Knowledge element and Candidate B scored 4.10. Candidate A will be placed at 3a and Candidate B will be placed at 3b.

If two candidates have the same mark on the secondary ranking, a third ranking exercise will be applied and so forth.

To be considered successful for a panel, you must achieve a minimum score of 2 in each skill/competency area.

Scoring Guide

Unsatisfactory evidence of this key skill area presented	Sufficient evidence of this key skill area presented	Good evidence of this key skill area presented	Excellent evidence of this key skill area presented	Outstanding evidence of this key skill area presented
1 – 1.99	2 – 2.99	3 – 3.99	4 – 4.99	5

The Scoring Guide illustrates the breakdown of Scoring Bands used by the interview board to evaluate candidates' performance. The wording used in your interview-marking sheet may vary slightly. For example, if your score falls within 2 – 2.5 for a skill/competency area; the comment on the marking sheet may include words like sufficient, adequate, satisfactory, reasonable, or other variations to describe the evidence you provided in response to the question asked.

Future panels

The HSE may contact all available successful candidates if the panels are exhausted. We may extend the panel's lifespan to fill specified purpose and/or permanent vacancies that may arise. Panel management rules can be modified during the panel's lifespan based on service needs, and all remaining candidates will be notified of any changes.

Acceptance / declination of a recommendation to proceed

The written communication sent to you will include the timeframes and panel management rules for each individual post relevant to your order of merit on the panel. Refer to [appendix 5](#) for a complete outline of the panel management rules.

Recruitment process time scales

The job specification indicates the closing date for completed applications. Proposed interview dates will be indicated at a later stage. Candidates will normally be given at least two weeks' notice. In exceptional circumstances, the timeframe may be reduced. Due to the limited availability of the interview board it is unlikely that an alternative interview date and time can be offered.

Security clearance

When accepting a post, panel members involved in relevant work requiring access to, or contact with, children or vulnerable adults will need to apply for vetting disclosure from the National Vetting Bureau. The HR/Recruitment team will initiate this process.

All relevant appointments require satisfactory security clearances. If you lived in a country other than the Republic of Ireland or Northern Ireland for six months or more after your 16th birthday, you must provide security clearance for each jurisdiction of residence. The clearance must be dated after your departure from that country and cover the entire period of your stay. Obtaining security clearances from other countries, such as the UK or USA, is the responsibility of the candidate and can be a time-consuming process. Therefore, if you are interested in a career within the HSE, we strongly advise you to start seeking international security clearances now. Refer to [appendix 3](#) for more information on international clearances.

Note if you require overseas security clearance and are unable to produce it at the time of conditional job offer, the offer may be withdrawn.

Review and complaint procedure (CPSA)

Appointments to positions in the HSE are subject to the Commission for Public Service Appointments (CPSA) Code of Practice. You can find detailed information about the Code of Practice as well as review and complaints procedures on the [CPSA website](#).

Section 7 Review

If you are unhappy with a decision made during a selection process or believe that the decision was based on incorrect information or not following documented procedures, you can request a review under Section 7 of the Code. If the review finds that the decision was incorrect, based on incorrect information, or a result of not following procedures, it may be reversed.

Section 8 Complaint

If you believe there has been a breach of the Code of Practice and that the selection process itself was unfair, you can make a complaint under Section 8 of the Code.

You can submit a request for a review under Section 7 OR a complaint under Section 8, but not both.

How to submit a request for a review or complaint

To submit a request for a review or complaint to the HR/Recruitment team, follow these steps before submitting:

1. Identify the procedure appropriate to your situation. That is Section 7 or Section 8.
2. Specify if you prefer an informal or formal review.

3. Clearly explain how the selection process was unfair or applied unfairly to you. The HR / Recruitment team will not examine requests without supporting facts or grounds.

It is recommended you initiate an informal review/complaint first. If you choose not to engage in the informal process, you can proceed directly to the formal stage.

The process for submitting a request for a review or complaint is as follows:

Informal review / complaint

Submit your request by email to dserecruitment@hse.ie within 5 working days of receiving of a decision.

Formal review / complaint

Submit your request by email dserecruitment@hse.ie within 5 working days of receiving of a decision.

HSE Privacy policy

The HR/Recruitment Team is committed to protecting your privacy and takes the security of your information very seriously. The HR/Recruitment Team aims to be clear and transparent about the information we collect about you and how we use that information. More information can be found in the HSE candidate privacy notice:

<https://www.hse.ie/eng/staff/jobs/recruitment-process/hse-privacy-notice-candidates-in-recruitment-process-via-rezoomo-and-hse-talentpool.pdf>

Superannuation / Pension Information

Persons in receipt of a pension from specified Superannuation Schemes

Former Health Service and Irish Public Sector employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of an enhanced or Incentivised Voluntary Early Retirement or redundancy from the Irish public service and should also informed themselves of the impact of returning to employment after Ill Health Retirement from any of the following pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Irish Public Service or Civil Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility for employment by the Health Service Executive before applying / competing for posts for this recruitment campaign.

Pension Abatement

If you have been employed in the Irish Civil or Public Service and are entitled to, or in receipt of, a pension from the Civil or Public Service; or where a Civil/Public Service pension comes into payment during your re-employment; that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Abatement ensures that a public service pensioner's gross public service income, that is the public service pension(s) which the pensioner receives, combined with their remuneration in their new public service job, does not exceed the 'relevant former pensionable remuneration' (that is the rate of remuneration at retirement uprated to current day value) they would have received had they continued to serve in their former position.

Pension abatement will be calculated on a periodic and pro-rata basis. This means that the period over which the remuneration and pension are paid, along with the work pattern applicable in the new public service job, are accounted for in determining whether and to what extent abatement will apply. This calculation method applies to all new or renewed contracts after 21 December 2022. Pension abatement may (and will likely) apply to your public service pension should you proceed to be employed by the HSE / Tusla.

Note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position. Further guidance on the application of Pension Abatement in the Irish Public Service is set out in Department of Public Expenditure, NDP Delivery & Reform Circular Letter 24/2022.

You will be required to complete a Section 51 Declaration Form at Pre-Employment Clearances stage (Recruitment Stage 2) prior to issue of contract. If you declare that you are in receipt of a Civil / Public Service pension or one will come into payment during the period of re-employment you will be required to complete a Pension Abatement Assessment Form.

The Pension Abatement Assessment Form will be completed at Pre-Employment Clearances stage (Recruitment Stage 2) to give you an estimate of the applicable level of pension

abatement; and / or at Recruitment Stage 3 Setup in the event an estimate was not required at Stage 2 or if the details of the appointment have changed from Stage 2 to Stage 3.

Where the HSE / Tusla are both the Pension Paying Authority and the prospective employer the pension abatement assessment will be prepared by HSE National Pension Payments and the recruiter will share the estimated pension abatement calculation with you. This estimate will be based on the information provided by the Recruiter and will therefore be subject to change on confirmation of agreed terms at commencement of employment.

Where the HSE / Tusla is the prospective employer but not the Pension Paying Authority, you should engage directly with your Pension Paying Authority to establish the impact on your pension. The Pension Abatement Assessment Form will set out the information you should provide to your Pension Paying Authority.

Appendices: Supplementary recruitment and selection process information

Appendix 1: Eligibility criteria

Refer to the national [eligibility criteria](#) provided by National HR:

1. Professional Qualifications, Experience, etc

(a) Eligible applicants will be those on the closing date for the competition:

- (i) Have obtained at least grade D (or pass) in Higher or Ordinary Level in five subjects from the approved list of subjects in the Department of Education established Leaving Certificate Examination or Leaving Certificate Vocational Programme or Leaving Certificate Applied.

Or

- (ii) Have passed an examination of at least equivalent standard*

Or

- (iii) Have satisfactory relevant experience which encompasses demonstrable equivalent skills

And

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

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

*Applicants can use NARIC's foreign qualifications database to download a comparability statement to compare an academic qualification to an Irish qualification of a similar major award type and level on the Irish national framework of qualifications (NFQ), where possible.

Appendix 2: EEA, Swiss, British and non-EEA applicants

(i) Applicants who are EEA, Swiss, or British citizens do not require work permits / visas

EEA citizens who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Bulgaria and Romania.

(ii) Non-European Economic Area Applicants resident in the State

To process your application it is necessary for you to submit the following documentation:

1. A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6 showing you have permission to be in this State.

Or

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6.

OR

2. For permissions related to your graduate or marital/partnership status a scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1G showing you have permission to be in this State.

Or

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

And

A scanned copy of your spouse's passport showing their identification and current immigration stamp and a copy of their Critical Skills Employment Permit.

Or

A scanned copy of both the front and back of your spouse's current Irish Residence Permit showing Stamp 4 and a copy of their Critical Skills Employment Permit.

Or

If your spouse holds a Stamp 2 for the purposes of PhD study, include a copy of their passport showing their identification and current immigration Stamp 2, OR a scanned copy of both the front and back of their current Irish Residence Permit (IRP) showing Stamp 2.

If you do not include the above documents, where necessary, with your application we will consider it incomplete and not process it any further. This means we will not submit your application for the ranking exercise and subsequent invitation to interview.

More information for non-EEA applicants resident in the State visit [Department of Justice Immigration Permissions](#)

Note: The HSE welcomes applications from qualified non-EEA citizens that have refugee status. At the time of application, you will need to submit documentary evidence that confirms your refugee status.

Appendix 3: Clearances

When accepting a post, panel members need to apply for a vetting disclosure from the National Vetting Bureau if their role involves working with children or vulnerable adults. The HR/Recruitment team will initiate this process for successful candidates.

If you lived in a country other than Ireland or Northern Ireland for more than 6 months after your 16th birthday, you must provide security clearance for each jurisdiction, confirming no convictions during your residence there. Satisfactory security clearances are required for all appointments. If you need overseas security clearance but cannot provide it at the time of the conditional job offer, the offer may be withdrawn.

Your security clearance must be dated after you left the country and cover the entire period of your residence. Obtaining security clearances from other countries is your responsibility and can take time. We strongly advise starting the process as soon as possible as this can take some time.

Candidates who studied outside of the Republic of Ireland or Northern Ireland, that is, in other parts of the UK, you will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

Consult the following websites for assistance:

Australia - The Australian Federal Police [Homepage | Australian Federal Police](#)

Dubai - Dubai Police [Police Clearance Certificate](#)

India - Embassy of India, Dublin [Embassy of India, Dublin, Ireland : Police Clearance Certificates](#)

South Africa – South African Police Service [Services | SAPS \(South African Police Service\)](#)

New Zealand - New Zealand Police vetting service [Police Vetting Service | New Zealand Police | New Zealand Police](#)

United States of America - You must get security/overseas clearance from the FBI only.

FBI Clearance is valid for the whole of the United States and notes convictions / remarks for anywhere in the United States.

Individual US State Clearance such as New York State Clearance is not acceptable because it is only valid for that State alone and does not cover any other State.

United Kingdom

ACRO Criminal Records Office (ACRO) [Police Certificates](#)

Other Countries

For other countries, it might be helpful to contact the relevant embassies who can provide you with information on getting Police Clearance.

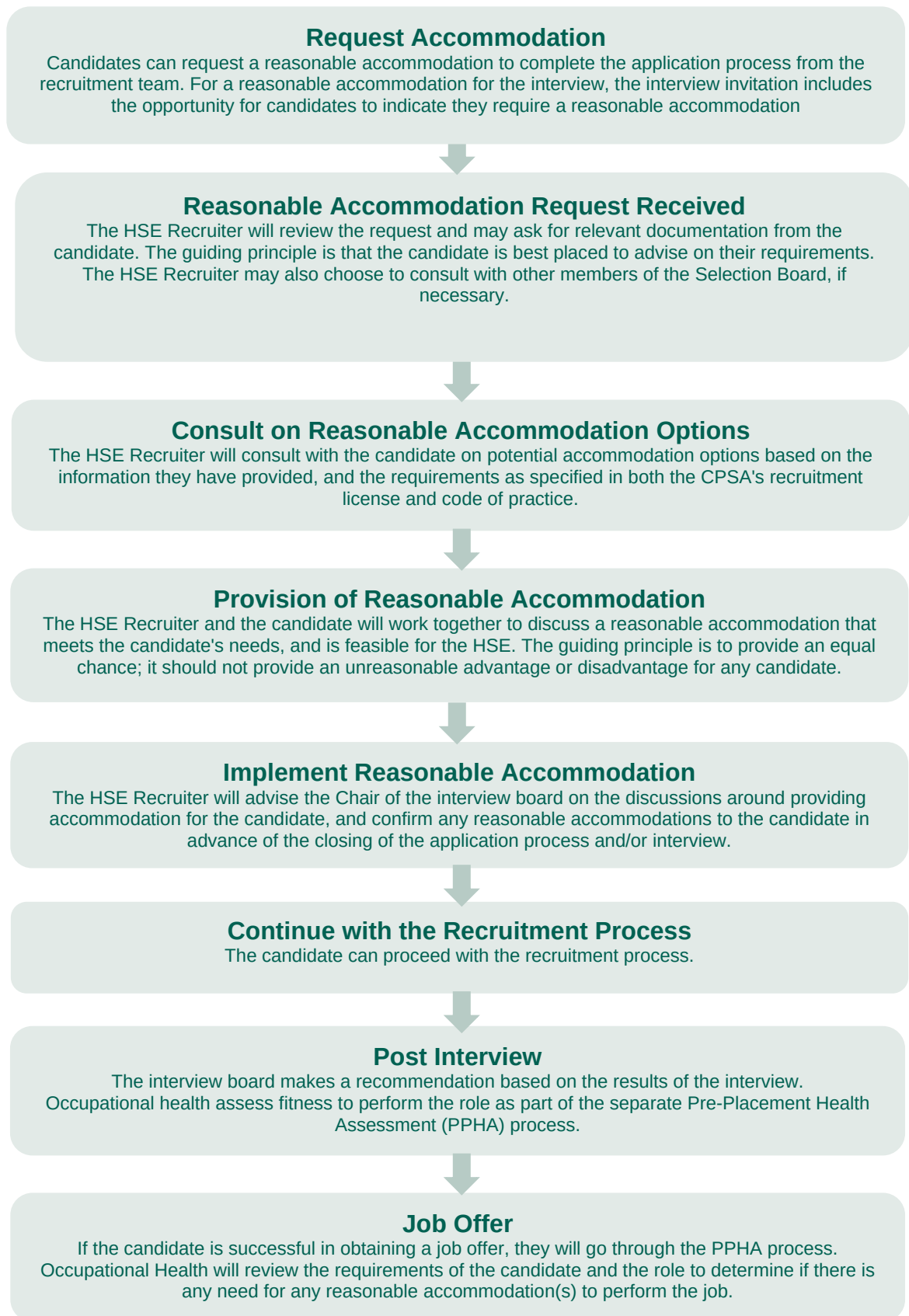
Do not send us your overseas clearance or any other documentation unless we request it from you.

Candidates who accept a job offer will have specified time within which to provide us with the required documents otherwise, the job offer may be withdrawn. We will tell you the timeline when you proceed to pre-employment clearances stage.

We will keep a copy of your overseas Clearance on file and return the original to you by post.

You are responsible for any costs incurred in getting police clearance(s).

Appendix: 4 Application and Interview Reasonable Accommodation (RA) requests process flowchart for candidates



Appendix: 5 Panel management rules

In this section, we explain how successful candidates are notified of individual posts and placed on the recruitment panel, based on their performance. The email communication sent to you will include the timeframes and rules for panel management specific to each post, considering your position on the panel.

Explanation of terms used:

- **Expression of interest:** When you express interest in a job, it means you indicate your desire to be considered if the job is offered to you.
- **Recommendation to proceed details:** This means you are the candidate who expressed interest in a post, has the highest position on the panel, and will now move to the next stage of the recruitment process, which involves pre-employment clearances such as employment reference checks, occupational health, and Garda Vetting (if applicable).
- **Order of Merit:** The order of merit is determined by your score at assessment/interview. Candidates are listed based on their scores, with the highest score at position number one, the second-highest score at position number two, and so on.

Expression of interest details:

- An invitation for you to express your interest in a post is not a job offer. The invitation provides details about the position, such as location, contract type (tenure), job title, and contact information for the Service Manager. We recommend contacting them for further discussion. You will receive an alert message Rezoomo notifying you of the expression of interest.
- The invitation to express interest Rezoomo will specify a deadline. We will not accept expressions of interest after the deadline.
- You must respond to the invitation to express interest in the specified format. We will tell you in the message how to do this.
- The HSE HR/Recruitment team may invite multiple candidates on the panel to express interest in a post simultaneously.
- After reviewing the expression of interest responses post the deadline, the candidate with the highest position on the panel will receive a recommendation to proceed invitation to move forward in the recruitment process. That is pre-employment clearances.
- If you respond to an expression of interest invitation with interested, and are not the highest in the order of merit on the list of candidates who expressed an interest, your position on the panel will remain the same.

- If you respond to an expression of interest invitation with not interested, your position on the panel will remain the same.
- If you do not respond to an expression of interest invitation, it will be assumed that you are not interested, and your position on the panel will remain the same.
- If the candidate at the top of the list of candidates who expressed an interest proceeds with pre-employment clearances and later withdraws, the next candidate in order of merit on the list may be considered, or a new invitation to express interest can issue, depending on the time elapsed.

Recommendation to proceed details:

The recommendation to proceed invitation allows you to advance to the next stage of the recruitment process called pre-employment clearances. It is not a job offer. The invitation provides information such as details about the role; location; contract type/tenure; job title, and the hiring manager. You will receive an alert message on Rezoomo notifying you of the recommendation to proceed.

Before accepting the recommendation to proceed invitation, it is important to read these advisory notes, as your decision may affect your position on the panel.

If you agree to proceed with a specified purpose post

- You will no longer be eligible for any further expressions of interests for specified purpose posts. However, you will remain on the panel for expressions of interest for permanent posts.
- If you later decline the specified purpose post, during the pre-employment clearance stage, you will still retain your position on the panel for both specified purpose and permanent posts

If you agree to proceed with a permanent post:

- You will no longer be eligible for any further expressions of interest and will be removed from the panel.
- If you later decline this permanent post during the pre-employment clearance stage, you will remain removed from the panel.

Note the following important information:

- Recommendation to proceed responses must be provided in the specified format mentioned in the invitation. Recommendation to proceed invitations have a deadline, and once the deadline passes, no further responses will be accepted. The message we send you will specify the deadline.

- The recommendation to proceed invitation does not create a contractual obligation, so we strongly advise against giving notice at your current job at this time. HSE Recruitment posts are subject to budgetary approval, satisfactory references, appropriate registration, security, and medical clearances, as required.
- The HSE reserves the right to withdraw a recommendation to proceed if any aspect is unsatisfactory. The HSE assesses and determines the merit, appropriateness, and relevance of references.
- A contract of employment is only valid when received in writing and signed by both the candidate and the HSE.
 - If you accept employment to a specified purpose post, you can inform the HR/Recruitment team via email when you are within three months of the end of your contract. We will then reactivate you on the panel for specified purpose expressions of interest.

Appendix: 6 Rezoomo and Equitas

Rezoomo

Rezoomo www.rezoomo.com is the Talent Acquisition software where you will submit your application.

When you create your Rezoomo profile kindly enter your correct details as this will be used throughout the campaign process. Note you must create your own Rezoomo profile. The use of another users account is not permitted and will result in your application being automatically rejected.

Please disclose if you have used Generative Artificial Intelligence (AI) for your application form – note where it is evident that a candidate relies entirely on AI answers for competency questions the application will not be progressed to the next stage.

All communication from the HR/Recruitment Team will be made via Rezoomo and you will receive an email communication to the email address you have used to set-up your Rezoomo account. We strongly recommend you use a personal email address to which you have regular access as you might not always have access to your work email while on leave or if you move Company.

Kindly note that all communication to the HR/Recruitment Team needs to be made via Rezoomo. Therefore, if you need to reply to an interview invitation, please log into Rezoomo and, on the home page, click on “Open” under ‘Message’ (see image 1 below) to reply to last message of the campaign.

Do not click reply from your email provider (for example: gmail or yahoo) as no message will be forwarded.

Access to your submitted application

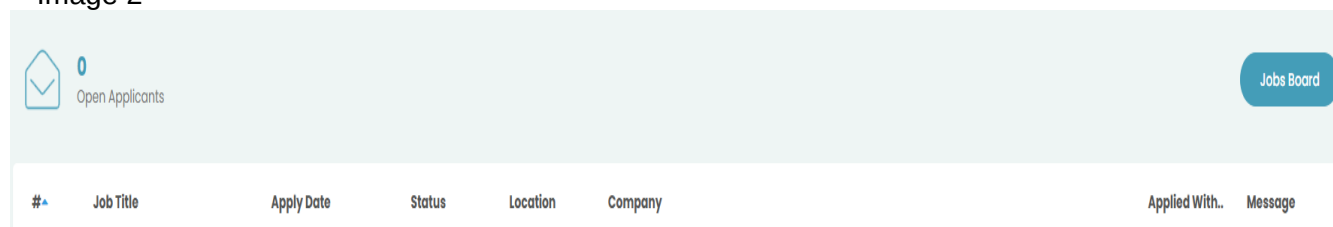
Once the application has been submitted, you cannot amend it. In order to access a copy of your application please log into your Rezoomo. On the home page you will see a list of the campaign(s) you have applied for. Listed beside the name of campaign, on the right hand

side, there is an icon below “Applied With...”; click on that icon (see image 2 below) to retrieve your application.

Image 1



Image 2



Equitas

Equitas is an interview platform designed to facilitate structured two way interviews both remote and face to face. The interview is recorded and transcribed to text. It uses voice led interview software enhancing the way candidates are questioned and evaluated. It supports interviewers to focus on their questions and the candidates' answers and their evaluation of candidates' answers. The automated transcription enables interviewers to actively listen, as they do not have to concentrate on taking notes.

Further information on Equitas is available at <https://www.equitas.ai/>

Appendix: 7 Online Aptitude Tests

All candidates who submit an Online Application Form will be invited to complete Online Aptitude Tests.

How to familiarise yourself with the Aptitude Test environment?

- Please click here to familiarise yourself with the Online Assessment environment, best practice and what to expect.
- The familiarisation materials provided are in the format of a short video with instructions printed on screen as well as a voiceover. Familiarisation videos that reflect the 3 assessments candidates will complete are found on this site (namely “Numerical Reasoning”, “Verbal Reasoning” and “Inductive Logical Reasoning”). These videos provide information on what an Online Aptitude Test is, how you should prepare for an online assessment, best practices for taking Online Aptitude

Tests and what to expect after the Online Aptitude Tests have been completed by you. These videos can be replayed.

- Also, part of the familiarisation materials provided are three Practice Tasks for each of the assessments (“Numerical Reasoning”, “Verbal Reasoning” and “Inductive Reasoning”).
- There will also be a short introduction and practice section provided before each assessment.
- Candidates who take the opportunity to familiarise themselves may have better Aptitude Test outcomes than those who do not take this opportunity. We would strongly recommend that candidates undertake the actual Online Assessment only when they have completed all assessment familiarisation activities.

Actual Aptitude Tests

- You will be given 1 weeks’ notice of the date on which the Online Aptitude Tests will be made available to you. We envisage this pre notification communication will issue in October 2023
- You will then have one week to complete the Online Aptitude Tests; each assessment will have a time limit for completion once initiated.
- You will receive an email from the test providers to let you know when the actual Online Aptitude Test invite has been issued to you.
- The Online Aptitude Tests are proctored. This means that the Aptitude Test programme takes a screen shot of you before you start your test and further screen shots are automatically taken throughout each test. Afterwards a check is undertaken to establish that the photograph and details in the ID supplied with the Online application and the screen shots taken during the Aptitude Tests are the same individual.
- You require access to a device such as a smart phone/laptop/tablet with an integrated camera to undertake the Aptitude Tests as the tests are proctored. It is strongly recommended that candidates use a non-Apple device or safari browsers.
- Online Aptitude Tests can only be completed once, therefore you should take the time to read through the instructions carefully before you start.
- We would strongly encourage you to complete these Online Aptitude Tests at the beginning of the one-week period. This will ensure that individuals who experience technical issues have sufficient time to allow these issues to be resolved.

- If you have a disability and require an accommodation to complete the Online Assessment, please ensure you complete this section of the Online Application Form. Please see Appendix 6 for more information.
- Candidates can only submit one completed assessment set (“Numerical Reasoning”, “Verbal Reasoning” and “Inductive Logical Reasoning”).
- Candidates who do not complete all of the Online Aptitude Tests by the deadline will be considered to have withdrawn their application and will have no claim for consideration.

Aptitude Tests Results

- You cannot fail the Online Aptitude Test. Everybody who completes the actual Online Aptitude Tests will be allocated a result.
- This result is a score, the score is generated from the number of correct answers you selected.
- The score will be used to rank candidates.
- This means that candidates with the highest scores will have a higher ranking than those who have lower scores.
- Online Aptitude Tests results are issued by email.
- Your result email will outline next steps.

This may be the end phase for many candidates, as we expect the number of candidates to greatly exceed opportunities in the counties. Progress to the next stages of the selection process will fully depend on the needs of the services (job vacancies).