

**A Guide to Post Preference Selection Stage Medical Intern Training in Ireland commencing**

**July 2025**

**NRS14419**

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**Introduction**

Dear Applicant

The Health Service Executive’s National Recruitment Service (NRS) strongly recommend that you read this Guide in full and print off a copy that you can refer to throughout the process. This Guide is designed to inform applicants of the Post Preference Selection stage for Intern posts in Ireland commencing Monday 14th July 2025. This stage of the process is confined to applicants deemed eligible by the HSE’s National Recruitment Service (NRS) at application stage.

**Applicants who have applied for Academic Intern Track posts must also submit the Post Preference Selection online form.**

Any cost incurred in relation to any aspect of the recruitment process shall be borne by the applicant. This means that you will have to pay for any costs that arise to progress your application such as travel, etc.

**N.B. Please note that NRS will contact you primarily by email.** Therefore, it is most important that your email address is entered correctly on your online application. It is your responsibility to ensure you have access to your email at all times. It is advisable to use an email address that you can access after you have completed your final year and have graduated.

**Important Timelines for the 2025 Medical Intern Intake**

Mandatory Induction Week commencing **Monday 30th June 2025**

Mandatory Overlap/Shadowing week commencing **Monday 7th July 2025**

Formalised structured Intern training rotation start date is **Monday 14th July 2025**

A Guide to Application and Appointment to Intern Training in Ireland, Intern Job Specification and further information on the Intern Year, the Intern Training Networks, and Clinical Sites in each Intern Training Network, Intern Training Programmes and Progression though training and sign-off is available at <https://www.hse.ie/eng/staff/jobs/job-search/medical-dental/nchd/interns/>.

Should you wish to update your personal details or withdraw your application, please contact the NRS Medical Intern Recruitment Team by emailing applyintern@hse.ie

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| **Please forward any queries which are not covered in this guide to the dedicated email address** **applyintern@hse.ie** |

# **Overview of Stages and Important Communications**

|  |  |  |
| --- | --- | --- |
| **Stage**  | **Description** | **Time/Date All Times Irish Time** |
|  |  |  |
| Post Preference Selection | * All candidates are provided with a link to their Post Preference Selection online form.
* The Application Portal contains a link to detailed listing of the available Intern posts, documents which you will need to download and guidelines on what you need to consider, as well as what you need to submit for the Garda Vetting Application process.
* NRS will issue a communication to inform you, if you have been deemed eligible or ineligible.
* Applicants who do not receive a communication from NRS on Wednesday 12th March 2025 should email applyintern@hse.ie by 5pm Friday 14th March 2025 stating First name, Surname and Candidate ID informing NRS of same.
 | **Closing date: 5pm on Friday, 7th March 2025 (Irish Time)****5pm Wednesday 12th March 2025 (Irish Time)****5pm Friday 14th March 2025 (Irish Time)** |
| Offer Stage | NRS will issue a communication **by email** the **week commencing 26th May 2025** to candidates who have been matched to an intern post or placed on the reserve list. | **Week commencing 26th May 2025** |

# **Online Post Preference Selection Form**

## How do I apply?

1. You must complete the Online Post Preference Selection Form. The link to the online application is provided in the invite email of Friday, 21st February 2025.
2. We recommend that you watch the video contained in Section B of the Online Post Preference Selection Form.
3. **In preparation for the application process - what you will need:**
* a PC/Laptop/Mobile Device with internet access
* a valid email address
* access to a mobile telephone number from which you receive text messages
* Please note the online form is designed to display in most modern web browsers. NRS recommends that you ensure your PC/Laptop/Mobile device can support the following Browsers i.e. Mozilla Firefox, Chrome, Safari, Edge (major versions released in the last year).
1. You must complete all relevant sections of the Online Forms in the format presented.
2. You are required to complete, print and sign the NVB1 Garda Vetting Invitation Form, and upload the signed form together with documentation to verify your identity and current address. The link to your NVB1 form will be contained in your Online Post Preference Selection submission receipt email.
3. NRS recommend that you download all relevant documentation, as outlined on the Application Portal, to your PC/Laptop/Mobile Device prior to commencing the online application form.  You will be prompted at various stages on the online forms to upload documents. For best viewing experience we recommend using PC/Laptop.
4. Completed Online Preference Selection Form and NVB1 Form and ID verification documentation for the Garda Vetting process must be submitted by 5pm Friday 7th March 2025**.** Applications will not be accepted after this date and time, and no exceptions will be made. If you have submitted more than one application, NRS will accept the last one received from you prior to the closing date and time.
5. Online submission will receive an automated response within 24 hours of submission, which will let you know that we have received your submission. This email serves as a submission acknowledgement only and is not an admission that we have received a completed submission from you. This email also contains the link to your NVB1 Garda Vetting form. Applicants, please note, due to the high volume of submissions, the HSE’s NRS Department check eligibility after the closing date and time for the receipt of applications. **It is your responsibility to ensure your submission** **is complete and delivered before the deadline.**

## Post Preference Selection Stage what do I need to consider at this stage?

Applicants should pay particular attention to choosing preferences for specific Intern posts and Intern Training Networks, as no changes will be accepted after the closing date and time for receipt of applications, i.e. **5pm** **Friday 7th March 2025.**

**Section B of Application Form – Preferences for Specific Intern Posts**

You may choose **50** preferred posts from the list of available Intern posts, in ranked order from **any** Network, regardless of your Medical School of graduation, i.e. you may choose your **50** posts from all networks. The list of available Intern Posts has been made available to you as a separate attachment. You should list your preferences from most preferred to next most preferred, etc., No. 1 being your top choice. We recommend that you watch the video contained in Section B of the Online Post Preference Selection Form

Your first selection will be a Location Preference, you must select a location to view available posts within that location. You may only choose one location at a time.

Once you have selected a location e.g. Mater Misericordiae University Hospital a list of posts for that location will appear in the Rotations Selection field. This list will provide the details of one or more post reference numbers. Every post reference number will contain information on all locations relating to that post and the rotations of that post.

Once you have selected your preferred post reference number you will be able to view the Specialty and Sub-Specialty information relating to that post. This will be done by selecting the only option available to you in the Specialty field.

It is strongly recommended that you use all 50 choices. If you choose not to select all 50 preferences, you will be assigned to the next listed available post in your highest available preferred Intern Training Network. Please ensure you preview your choices and ensure you are happy with your selections before you submit your form or you will have to re-do the application again in its entirety. For best viewing experience we recommend using PC/Laptop.

**Section C of Application Form – Secondary**: **Intern Training Network Preferences**

Where your preferences for specific Intern posts have been allocated to higher ranked applicants, you will be assigned to the next available post listed in your highest available preferred Intern Training Network. You should choose your preferred Intern Training Network in ranked order 1- 6, number 1 being your top Network choice. It is strongly recommended that you use all 6 choices. If you choose not to select the six Intern Training Networks, and your preferences for specific intern posts have been exhausted, you may risk not being matched to an Intern post.

A map showing the Six Intern Training Networks is available in Appendix 1.

## Post Preference Stage: What do I need to submit?

All Applicants from Medical Schools **in** the Republic of Ireland and **outside** the Republic of Ireland

You are required to submit the following by **5pm Friday 7th March 2025**.

1. Completed Post Preference Selection online submission
2. Online submission of completed Garda Vetting Invitation (NVB1 Form)
3. Documents to support Garda Vetting Identification

## Post Preference Stage: What happens next?

**All applicants:**

You will receive a submission email receipt within 24 hours, which will let you know that NRS has received your preferences. A copy of your Post Preference Selection submission is included in the email. The HSE’s NRS check eligibility after **5pm Friday 7th March 2025.** This email also contains the link to your NVB1 Garda Vetting form.

If you do not receive your application email receipt, please check your Spam or Junk email folder just in case the submission email receipt has been delivered there instead of your Inbox. If your submission email receipt has gone to your Spam/Junk email folder, simply select the email and mark it Not Spam/Not Junk, this should allow future messages to get through to your Inbox.

If you do not receive your submission email receipt within 24 hours and you have checked your Inbox and Spam/Junk email folder(s), please open a support ticket using the Contact helpdesk button which can be found on the application homepage. The helpdesk is monitored 9am to 5pm Monday to Friday (excluding public holidays), you should receive a response within 24 hours.

NRS will issue a communication by email to all applicants on **Wednesday 12thMarch 2025.** The purpose of this communication is to confirm your eligibility for the next stage, i.e. the matching process.

Candidates who do not submit a Post Preference Selection online form before the closing date and time will not be afforded a second opportunity to submit it. Your overall application will not be processed further and you will need to apply in the Autumn of 2025 for the next intern uptake (commencing July 2026) if still interested in an Intern post.

Candidates, who fail their final medical exams, will not progress to the next stage, i.e. the matching process. If interested in applying for the following year’s intake, a new application is required. Please visit the HSE’s website mid October for application details - <https://www.hse.ie/eng/staff/jobs/job-search/medical-dental/nchd/interns/>

This is the end of this stage. Applicants deemed eligible will go forward to the next stage, i.e. the matching process, subject to receipt of pass centile from your Dean/Head of Medical School.

### Garda Vetting Process

You are required to complete the NVB1 Garda Vetting Invitation Form and your identification documentation, this next stage of the process is available once you complete your Post Preference Selection submission.

You will need to download this form, save it to your PC/Laptop/Mobile Device, print, sign and upload using the link provided in the email received. Please note that digital signatures on NVB1 forms will not be accepted.

The Garda Vetting Liaison Office will contact you separately in relation to your e-vetting process when your Garda Vetting invitation form and relevant documentation has been correctly submitted and validated.

It is advised that you check your email inbox regularly for communications from evettingdonotreply@garda.ie. It may be helpful to add this email address to your address book to avoid the email invite being classified as spam or junk. (See Appendix 3 for more information).

# **How National Recruitment Service will contact you**

Please note that the National Recruitment Service will contact you by methods such as email, phone, SMS, or by post, therefore it is most important that all your contact details are included on your application form.

It is your responsibility to ensure you have access to your emails. If you choose to use your medical school/work email address you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access.

We recommend that you check your spam folder(s) regularly and ensure that your mailbox is not full.

To reduce the possibility of emails from the NRS team being directed to spam we recommend that you add the HSE Domain to your WHITELIST or safe senders list in your email domain. Due to the number of domain providers, we are unable to provide a single instruction on this, so we recommend that you research this for your particular domain.

**Appendix Guide**

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**Appendix 1 –** **Intern Training Networks & Sites**

**The Six Intern Training Networks:**

**Dublin/Mid-Leinster (DML)**

**Dublin/Northeast (DNE)**

**Dublin/Southeast (DSE)**

**West/Northwest (WNW)**

**Mid-West (MWT)**

**South (STH)**

## A map of ireland with different colored areas  Description automatically generated

**Intern Training Networks Sites**

***Note:*** *This is the complete list of the clinical sites for the 2025-2026 Intern Training Year. The list may be subject to changes.*

|  |  |
| --- | --- |
| **Intern Network/Medical School** | **Hospitals/Clinical Sites in Network**  |
| **West North-West** | University Hospital Galway |
| University of Galway (UG) | Portiuncula University Hospital |
|   | Mayo University Hospital |
|   | Letterkenny University Hospital |
|  | Sligo University Hospital |
|  | Galway Clinic |
|  | Roscommon University Hospital |
|  | Our Lady's Hospital Manorhamilton |
|  | Letterkenny GP |
|  | UH Galway Claddagh Medical Centre |
|  | Bon Secours Galway |
|  | Sligo GP - GP Health Centre, Dromahair, Co. Leitrim |
|  | Arlington House Medical Centre, Oranmore |
| **Dublin North-East** | Connolly Hospital, Blanchardstown |
| Royal College of Surgeons in Ireland (RCSI) | University Hospital, Waterford |
|   | Our Lady of Lourdes Hospital, Drogheda |
|   | Beaumont Hospital |
|   | CHI - Temple Street |
|   | National Orthopaedic Hospital Cappagh  |
|   | Cavan General Hospital |
|   | Mercers Medical Centre |
|   | Edenpark Medical, Tonlegee Primary Care Centre |
|   | Beaumont Park Clinic |
| **Dublin Mid-Leinster** | Mater Misericordiae University Hospital |
| University College Dublin (UCD) | Midland Regional Hospital, Tullamore |
|   | Midland Regional Hospital, Portlaoise |
|   | Regional Hospital Mullingar |
|   | National Orthopaedic Hospital Cappagh  |
|   | Coombe Primary Care |
|   | Beacon Hospital |
|   | St. Columcille's Hospital |
|   | Mater Private Hospital, Dublin |
|   | St. Vincent's University Hospital |
|   | St. Michael's Hospital |
|   | Greystones Harbour Family Practice |
|   | CHI - Temple Street |
|   | The Brophy Family Practice, Navan Road |
|   | Tully Family Practice |

|  |  |
| --- | --- |
| **Intern Network/Medical School** | **Hospitals/Clinical Sites in Network**  |
| **Dublin South-East** | Naas General Hospital |
| Trinity College Dublin (TCD) | Linn Dara |
|   | St. James' Hospital |
|   | St. Luke's General Hospital, Kilkenny |
|   | Tallaght University Hospital |
|   | Wexford General Hospital |
| **South** | Mercy University Hospital |
| University College Cork (UCC) | South Infirmary Victoria University Hospital |
|   | Bon Secours Hospital, Cork |
|   | Cork University Hospital |
|   | Bantry General Hospital |
|   | Mallow General Hospital |
|   | University Hospital Kerry |
|   | Tipperary University Hospital |
|   | St. Stephen's Hospital, Glanmire |
|   | Red House Family Practice, Mallow Primary Healthcare Centre |
|   | Holyhill Medical Centre, St. Mary's Health Campus, Cork |
|   | Living Health General Practice Mitchelstown |
|   | GP Practice - Kerry |
|   | Imokilly Medical Centre, Midleton |
|   | Broad Lane Family Practice, Blackpool, Cork |
| **Mid-West** | University Hospital Limerick |
| University of Limerick (UL) | University Maternity Hospital, Limerick |
|   | St. John's Hospital Limerick |
|   | Nenagh University Hospital |
|   | Primary Care, Ennis Medical |
|   | Mungret Medical Centre |

**Appendix 2 – Important Information**

Intern posts are for the duration of one year, commencing on **14th July 2025** until **12th July 2026.**

**Privacy Notice**

1. Purpose

The Health Service Executive (HSE) must comply with the Data Protection Acts 1988-2018 and the General Data Protection Regulations (GDPR). We respect your right to privacy and to the protection of your personal information. The purpose of this privacy notice is to explain how we collect and use personal information for the provision of our services and the day-to-day running of the HSE.

2. The information we process

Please note that information contained in your online application and the form itself may be passed to Intern Training Networks, Medical Schools, the Medical Council of Ireland, the National Doctors Training and Planning (HSE NDTP), MIU, Intern Network Executive, CPL Healthcare/Servisource and to prospective employing authorities, including non-HSE employing authorities (such as voluntary hospitals), for recruitment purposes only.

NRS is committed to protecting your privacy and takes the security of your information very seriously. NRS aims to be clear and transparent about the information we collect about you and how we use that information. For more information on the HSE Privacy Policy, please refer to <https://www.hse.ie/eng/gdpr>

* The HSE/other Intern employing authorities reserve the right to seek verification of any of the details contained in your application and supporting documentation.
* Employing authorities will seek proof of vaccination for incoming interns. Please ensure your vaccinations are up to date and that you can provide evidence of the same to the employing site before commencing employment. EPP results must be stamped, dated and signed by the service who carried them out.
* Applicants, who are successfully matched to a post and require an employment permit, should ensure that their passport does not expire within 6 months of commencing internship i.e. does not expire within 6 months of 14th July 2025.
* The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on <http://www.cpsa.ie>
* Please note that registration, as an Intern with the Medical Council of Ireland is a separate process (with separate deadlines) to the process of applying for employment as an Intern in the Irish health service. All medical practitioners must be registered on the appropriate division of the register of medical practitioners maintained by the Medical Council of Ireland in order to practise medicine in the Irish health service. It is an indictable offence to practise medicine in Ireland while unregistered. Applicants may refer to Appendix 5 of **A Guide to Application and Appointment to Medical Intern Training in Ireland commencing July 2025** and [www.medicalcouncil.ie](http://www.medicalcouncil.ie) for additional information on registration.
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014 and Employment Equality Act 1998 – 2015

**Appendix 3 – Garda Vetting**

**You will not be permitted to commence internship unless you have been Garda vetted by the commencement date of internship. This is a legal requirement.**

All appointees to Intern posts in the Irish health service must undergo a process of vetting by The National Vetting Bureau, An Gárda Síochána (the Irish Police Service). You are required to complete the NVB1 Garda Vetting Invitation Form which is available on the link provided in your **Post Preference Selection** acknowledgement email, please refer to “Guidelines for NVB1 Garda Vetting Invitation Form” available on the Application Portal. You are also required to upload documentation to verify your identity and current address. Please refer to *“Garda Vetting Identification Document Checklist”* available on the Application Portal, which provides a list of acceptable documents. You will receive an email acknowledgement when above are submitted.

NRS will validate the documents and notify the Garda Vetting Liaison Office when all is in order. You should then expect to receive an invitation email to your email address from the National Vetting Bureau (An Gárda Síochána) to commence your e-vetting. It may be helpful to add the following email address to your address book (evetting.donotreply@garda.ie) to avoid the email invite being classified as spam or junk. Please check your email regularly. A delay in activating this link may result in the requirement to resubmit documentation listed above and subsequently delay commencement of internship, if offered a post.

**Guidelines for completion of NVB1 Garda Vetting Invitation Form**

We have pre-populated Section 1 – Personal Information and Section 2 with your details.

You may amend any personal information on the NVB1, if required. Please note any changes made by you will not carry through to your Intern application, as this is a separate process. Please ensure that the name, address and the date of birth that you provide in the NVB1 Form, match the details in the ID documentation that you upload to verify your identity.

Please adhere to the following guidelines:

|  |
| --- |
| **Personal Details** |

* Names**:**
* Names must match your ID documentation. Forename and surname are Mandatory Fields. If you do not have a middle name, you must insert N/A – do not leave blank.
* A maximum of 20 characters are permitted for the forename. If your forename name exceeds 20 characters, you can split it into the middle name field.
* If your name includes an initial(s), complete the following:
* **When the initial represents a name** (e.g. a parent's name or family name), you must:
	+ Write the name in full (no abbreviation).

AND

* + Provide a copy of your Birth Certificate (in English).
* **When the initial does not represent a name or its meaning is unknown**, you must:
	+ Provide a copy of your Birth Certificate (in English).

AND

* + Provide a letter explaining that the initial does not represent a name or you do not know its meaning.
* Date of Birth field – in DD/MM/YYYY format, this is a mandatory field.
* Email Address - this is a mandatory field. The invitation to the e-vetting website will be sent to this address.
* Contact Number - this is a mandatory field.
* Current Address this is a mandatory field. Please provide details of the address where you currently reside. Postcodes are mandatory for Northern Ireland addresses. Abbreviations in your address will not be accepted (e.g. Rd. must be entered as Road).
* Details provided must match details on your Identity Documentation.

|  |
| --- |
| **Role Being Vetted For** |

The *role being vetted for* is pre-populated for you and may not be amended.

|  |
| --- |
| **Name of Organisation** |

The *Name of Organisation* is pre-populated for you and may not be amended.

|  |
| --- |
| **Declaration of Application** |

Before submitting your form, you must confirm your understanding and acceptance of the statement by ticking the box provided.

Once you have submitted this form, you will be emailed a copy of your completed NVB1. You need to download this form, save it to your PC/Laptop/Mobile Device, print, sign and upload it using the link provided in the email received.

 HSE Garda Vetting Applicants - Verification of Identity

# When?

Before the Garda Vetting process can commence for an applicant, their identity must be verified.

# Why?

This is a legal obligation under the National Vetting Bureau (Children and Vulnerable Persons) Act which is designed to ensure that the applicant being vetted is who they say they are. Failure to establish the identity of the applicant could lead to:-

* Criminal history information being disclosed that does not relate to the applicant

or

* Criminal history information failing to be disclosed about the applicant leading to a potential risk to the safeguarding of vulnerable adults and children

# How?

## Step 1: Applicant Provides Documentary Evidence

Applicants must provide the following;

* Proof of current address
* Photographic ID
* If initial in name, copy of birth cert and letter of explanation if applicable
Notarisation of documentation is not required

|  |  |
| --- | --- |
| Light Bulb Clip Art Black And White | Clipart library - Free Clipart  | **Note:** The documents provided must;* Satisfy the 100 point check i.e. the documents combined must add up to 100 points or more as per the Identity Documents Checklist.
* Allow for the verification of name, date of birth and current address
* Match exactly the details provided by the applicant on their NVB1 Form
 |

If you have an initial in your name e.g. John A Smith, additional documentation is required to verify your identity. You will also need to provide the following:

1] Birth Certificate

AND

2] Letter of Explanation

* Letter confirming the meaning of the initial e.g. the A in my name refers to Alex, my grandfather’s name etc.

OR

* Letter explaining the initial does not refer to any name or you are unaware of its meaning e.g. the A in my name does not refer to anything, I am unaware of its meaning.

|  |  |
| --- | --- |
| Light Bulb Clip Art Black And White | Clipart library - Free Clipart  | Please be advised that during the online application stage of the process, you will need to include a note in the Alias ‘Also Known As’ section as follows: e.g. The ‘A’ stands for ‘Alex’ my grandfather’s name OR The A in my name does not refer to anything, I am unaware of its meaning etc. |
|  |
|  | **Points** | **Tick** |
| **Photographic Identification** |
| Irish driving licence or learner permit | 80 | [ ]  |
| Irish Public Services Card | 80 | [ ]  |
| Passport (from country of citizenship) | 70 | [ ]  |
| Irish certificate of naturalisation | 50 | [ ]  |
| Birth certificate | 50 | [ ]  |
| Garda National Immigration Bureau (GNIB) card | 50 | [ ]  |
| National Identity Card for EU/EEA/Swiss citizens | 50 | [ ]  |
| **Employment Identification** |
| ID card issued by employer (with name and address) | 35 | [ ]  |
| ID card issued by employer (name only) | 25 | [ ]  |
| **Letters from employers (within last two years)** |
| Confirming name and address | 35 | [ ]  |
| **Membership Cards** |
| Club, union or trade, professional bodies | 25 | [ ]  |
| Educational institution | 25 | [ ]  |
| **Other Correspondence** |
| **Identity Documents Checklist** | 35 | [ ]  |
| P60 or P45 or Payslip (with home address) (must be less than 6 months old) | 35 | [ ]  |
| Public services card/social services card/medical card - no photograph | 25 | [ ]  |
| Public services card/social services card/medical card – which includes photograph | 40 | [ ]  |
| Bank/Building Society/Credit Union statement (Statements from Store cards/catalogue companies are not acceptable) | 35 | [ ]  |
| Credit/debit cards/passbooks (only one per institution) | 25 | [ ]  |
| National age card (issued by An Garda Síochána) | 25 | [ ]  |
| From an educational institution/SUSI/CAO | 20 | [ ]  |
| From an insurance company regarding an active policy | 20 | [ ]  |
| From a bank/credit union or government body or state agency | 20 | [ ]  |
| **Total Points** |  |  |

**Appendix 4 – Information on Review Procedure**

Should you wish to raise a concern in relation to your experience of any aspect of the selection process, please submit by email to National Recruitment Service at applyintern@hse.ie.

Please submit any concern within 5 working days of any decision notified to you to enable a timely review.  It is important to note that any review undertaken relates only to the process as it has been applied and where it may impact on decisions made.

**Appendix 5 - Frequently Asked Questions**

Please note: A Guide to Application and Appointment to Intern Training in Ireland which includes information on Matching process and full Frequently Asked Questions, Intern Job Specification and further information on the Intern Year, the Intern Training Networks, and Clinical Sites in each Intern Training Network, Intern Training Programmes and Progression through training and sign-off is available at <https://www.hse.ie/eng/staff/jobs/job-search/medical-dental/nchd/interns/>

**1.0 Post Preferences**

**1.1 What happens if all of my preference posts have been filled by higher ranked applicants?**

If all of your post preferences have been exhausted, you will be matched to the next available post in the highest available Intern Training Network of your choice (secondary preferences) where posts remain available.

**1.2 What happens if all of my specific post preferences have been filled by higher ranked applicants and I did not choose all six Network Preferences?**

If all your specific post preferences have been exhausted, owing to higher ranked candidates being matched to these posts, and you did not choose to select all six Network Preferences, you may risk not being matched to an Intern post. You will be placed on the top (in order of merit) of the Reserve List and may be offered a declined post which matches one of your specific post preferences or network preferences.

**1.3 Can I change my mind about my post preferences and opt to take my second or subsequent preference post?**

**No**. You cannot opt to take your second or subsequent preference post. A single match will be carried out and, if you are successful, you will be allocated to a single post. If successful you will receive one offer only. You should therefore choose your post preferences carefully.

**1.4 What happens if I do not receive an offer of an intern post?**

Eligible applicants who remain unmatched after all posts have been allocated will be placed on the Reserve List. In the event that an applicant matched to a post chooses not to proceed, the post will be offered to the highest ranked applicant on the Reserve List. This reserve list will only be in existence up to and including **29th August 2025**.

**2.0 Garda Vetting and Police Clearance**

**2.1 I underwent Garda vetting as a student – is this sufficient?**

**No.** A separate process of Garda vetting must be undertaken prior to commencement of employment; vetting undergone while a student is not sufficient.

**2.2 Will I have to undergo Garda vetting for each of my intern rotations?**

**No**. The Garda vetting process completed for employment as an intern covers the 12 month period of internship.

**2.3 Will I have to undergo Garda vetting for every subsequent medical post in the Irish health service?**

**No.** Subject to continued employment in the Irish public health service, Garda vetting will be required periodically but will not be required for every appointment and/or rotation.

**Information on Pre-employment Clearances i.e. Police Clearance and Vaccinations are available in 2025 A Guide to Application and Appointment to Intern Training in Ireland on the following link:**

[**https://www.hse.ie/eng/staff/jobs/job-search/medical-dental/nchd/interns/**](https://www.hse.ie/eng/staff/jobs/job-search/medical-dental/nchd/interns/)