*.*

 **APPLICATION FORM**

**Grade V Staff Officer**

**National Complaints Governance & Learning Team**

***Please read the explanatory notes at the end of this form prior to completing your application***

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Position Applied For: | **Grade V Staff Officer**  |
| Campaign Reference No.: | **NRS14367** |
|  |  |
| Name: |  |
| Mobile Telephone **(mandatory)**: |  |
| Email Address **(mandatory)**:(You may provide more than one) |  |

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

Please complete these sections in full as all parts of this section will be assessed by a board of appropriate senior managers who will consider your experience in relation to the eligibility criteria and as part of a shortlisting exercise where applicable.

1. **The applicant pool for this campaign is restricted to existing HSE staff working at the grade of Grade V or higher.**

**Please indicate how you meet the grade requirement:**

|  |  |  |
| --- | --- | --- |
|  | **Yes (please tick)** | **Grade** |
| I hold a current HSE contract at the grade of Grade V or higher  |  |  |

**AND**

1. Please indicate below how your professional experience to date is relevant to the role of Grade V Staff Officer and meets each remaining parts of the eligibility criteria for this post as listed below. Please limit your responses to a maximum of one page for each of the criteria.

|  |
| --- |
| 1. **Experience in complaints handling and complaints processes, as relevant to the role.**

 |
|  |
| 1. **Experience directly managing staff, as relevant to the role.**
 |
|  |
| 1. **Experience of compiling data to input into; reports, memos, minutes of meetings etc., as relevant to the role.**
 |
|  |
| 1. **Experience of working in a complex environment including managing competing workloads whilst ensuring compliance and accuracy, as relevant to the role**
 |
|  |

### REFERENCE

Please provide details of one referee from your **current** employment (you must have a reporting line to this person).

Do you wish us to contact you prior to contacting your referee? Yes [ ]  / No [ ]

**1. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**General Declaration**

It is important that you read this Declaration carefully.

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

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 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.

* 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.”

**Signed:**

*(Name of Applicant)*

**Date:**

NB: 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. Failure to sign this declaration at interview will render it invalid.

**Explanatory notes:**

* Please download and refer to the ‘Additional Campaign Information’ document specific to this campaign which is available on <http://www.hse.ie/eng/staff/jobs/job_search/>.

# Please complete all areas of this application form in full and submit via email by the closing date. You do not need to sign but may be required to sign the General Declaration at a later date.

* Attachments should not exceed 3mb (zipped or unzipped) to avoid being quarantined as this may result in your application being received late.
* Correspondence in relation to this campaign will be issued via email, it is recommended that you check your spam and junk folders on a regular basis.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014.

|  |  |
| --- | --- |
| **Closing Date & Time** | *Tuesday 16th July 2024 at 12 noon.* ***Please note:*** Late applications will not be accepted. |
| **How to submit your application** | By email only to: applyadmin@hse.ie, using the subject line **NRS14367 Grade V Staff Officer**You should receive a confirmation email within 2 working days. If you have not received a confirmation email (having checked your spam/junk), please email applyadmin@hse.ie to verify that your email has been received. |
| **For queries on the recruitment process** | Please contact the NRS Help Desk on 0818 473677 (for candidates calling from outside Ireland +35341 6859506) or by email on asknrs@hse.ieFor queries specifically relating to the role please contact the named person on the Informal Enquiries section on the Job Specification.  |
| **Anticipated Interview Date(s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.** |

**Data Privacy Statement**

The National Recruitment Service is committed to protecting your privacy and takes the security of your information very seriously. The National Recruitment Service (NRS) aims to be clear and transparent about the information we collect about you and how we use that information.

* Information on the HSE NRS Candidate Data Privacy , is available at : [HSE NRS Candidate Privacy Statement](https://www.hse.ie/eng/staff/jobs/recruitment-process/candidate-privacy-notices-for-candidates-in-recruitment-process.html)
* Information on the General Data Protection Regulation is available at [HSE General Data Protection Regulation](https://www.hse.ie/eng/gdpr)
* Information on HSE record retention periods is available at <https://assets.hse.ie/media/documents/ncr/HSE_Record_Retention_Policy_V1_101123.pdf>

The following statements will apply to you on submission of your application: I acknowledge that by submitting this application the HSE will communicate with me by various means (such as phone, email, SMS) regarding my application during the recruitment process.

I understand that if at any point I wish to stop receiving communications( in any format) from the HSE regarding this application and any future generated panel as a result of this campaign that I may contact the HSE (through the nominated contact on the Additional Campaign Information) and explicitly request to be removed from future communications. In doing so I understand that I will no longer receive any communications or Expression of Interests notifications for roles from this campaign.

**Protected Disclosure**

Pursuant to the Protected Disclosures Act 2014, as amended, a person that acquires information on a relevant wrongdoing during a recruitment process is a ‘worker’ and can make a protected disclosure about the wrongdoing. For more information about making a protected disclosure to the HSE, please visit <https://www.hse.ie/eng/about/who/protected-disclosures/> or email protected.disclosures@hse.ie