

**APPLICATION FORM**

**SWPI2403 Grade VII, Senior Business / Workforce Intelligence and Data Analyst**

**National HR, Strategic Workforce Planning & Intelligence**

* Please read the Job Specification which provides useful information about the requirements of this role.
* Please ensure you download, read and fully understand the ‘Applicant Information Document’ specific to this campaign.
* Please ensure you read the instructions for completing this Application Form and complete all sections in full. Failure to complete all sections of the Application Form will result in you not progressing to the next stage of the selection process.
* If you submit your application form via email we will accept the Application Form unsigned. You will be required to sign the General Declaration at a later date.
* Candidates should note that there can be a time delay in receiving email applications. We recommend that applicants should allow a minimum of 1 hour for their application to arrive by email at **12:00 noon** onthe closing date**.** Applications will not be accepted after this date and time and no exceptions will be made.
* It is preferable that Application Forms are typed using Arial size 10 Font.
* Application forms must be submitted as a Microsoft Word or PDF document only. Applications stored on personal online storage sites, e.g. OneDrive, Cloud, Dropbox, Google Drive etc. will not be accepted. Applications submitted in other file formats e.g. Google Docs will not be accepted.
* Please ensure your application form is attached as an attachment to your email i.e. not a link to an online storage site e.g. Google Drive). **In order to ensure that your email is not quarantined your email attachments should not exceed a 3mb limit. If you are required to submit supporting documentation with your application form which exceeds 3mb you must reduce the size of the documentation by compressing (zip) the documents; otherwise your email may not be received by the closing date of the campaign.**
* If you require additional space in the Details of Employment section, please attach additional pages ensuring you use the same format.
* Should you be invited for interview, you may take a paper copy of your Application Form with you. Use of mobile devices are not permitted during your interview.
* The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice is available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/). Further information is also available in the Applicant Information Document.
* 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.

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| **Closing Date and Time** | **Monday 25th November 2024 at 12:00 noon** |
| **Return Application Forms by email only to:** | [**lynn.carberry@hse.ie**](mailto:lynn.carberry@hse.ie)using the subject line:  **SWPI2401 SWPI2403 Grade VII, Senior Business / Workforce Intelligence and Data Analyst** |
| **For queries on the Recruitment Process** | Lynn Carberry, Campaign Lead  [lynn.carberry@hse.ie](mailto:lynn.carberry@hse.ie)  For queries specifically relating to the role please contact the named persons in the Informal Enquiries section on the Job Specification. |
| **Anticipated Interview Date(s)** | It is expected that interviews will be held on Thursday 5th and Friday 6th December 2024. The interviews will be held in person. |

**APPLICANT DETAILS**

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| Position Applied For: | Grade VII, Senior Business / Workforce Intelligence and Data Analyst |
| Campaign Reference No.: | **SWPI2403** |
| **Personal Details** |  |
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| First Name: |  |
| Last Name: |  |
|  |  |
| Postal Address for Correspondence: |  |
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| --- | --- |
| Mobile Telephone **(mandatory)**: |  |
| Contact Telephone No. 2: |  |

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| Email Address **(mandatory)**:  (You may provide more than one) |  |

**European Economic Area (EEA)**

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| **Please select one of the following:** | **** |
| I am an EEA Citizen |  |
| I am a British Citizen |  |
| I am a Swiss Citizen |  |
| I am a Non-EEA Citizen |  |

**If you are a non-EEA citizen you must provide the requested documentation to support your application**. Please see Appendix 2 of the ‘Applicant Information Document’ for further information and for a definition of an EEA Citizen.

**Current Contractual Status**

**Please choose the statement that best matches your employment status:**

1. **I am currently a direct employee of the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004** 
   1. **I have a permanent contract**

**Or**

* 1. **I have a temporary contract**

1. **I currently work via a recruitment agency in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004**
2. **I do not currently work in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004**

\* A list of ‘other statutory health agencies’ can be found:

<https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/>

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

This section will be assessed by a board of Senior Managers to consider your qualification and experience as it is relevant to the eligibility criteria.

* Please note that if you omit information in this section pertinent to the eligibility criteria you may be deemed ineligible and subsequently not called forward to interview.
* Short listing may occur based on the information provided here and in the other areas of this application form.
* Please complete each section below. As you complete each section we recognise there will be overlap in the employer and date periods.

Eligible applicants will be those who on the closing date for the competition:

1. **Hold a qualification at Level 6 or above** on the National Framework of Qualifications, (NFQ) in business intelligence, data analysis or closely related area

**Please outline the details of your relevant qualification:**

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| --- | --- | --- | --- | --- | --- |
| **Dates**  **From/To** | **Educational Institution** | **Conferring**  **Body** | **Course of Study** | **Qualification Level on the** | **Qualification Achieved** |
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1. Have depth and breadth of experience of building datasets, dashboards, and reporting tools, as relevant to this role.

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| **Please demonstrate your depth and breadth of experience** of building datasets, dashboards, and reporting tools, as relevant to this role.  Your answer **should not exceed 1 page** per question / area. | |
| **Date(s) from – Date(s) to** | **Employer(s) & Department Name** |
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1. Depth and breadth of experience of using Microsoft Power BI and/or other similar visualisation software, as relevant to this role.

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| **Please demonstrate your depth and breadth of experience of** using Microsoft Power BI and/or other similar visualisation software, as relevant to this role.  Your answer **should not exceed 1 page** per question / area. | |
| **Date(s) from – Date(s) to** | **Employer(s) & Department Name** |
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**EDUCATIONAL ACHIEVEMENTS**

**Please list your second level and any (additional) third level educational achievements.**

**Please refer to the QQI website,** [**https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications**](https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications)**, to determine what level your qualification(s) is at on the National Framework of Qualifications.**

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| **Dates**  **From/To** | **Educational Institution** | **Conferring**  **Body** | **Course of Study** | **Qualification Level on the NFQ**  *(Please insert n/a if not applicable to your Course of Study)* | **Qualification Achieved** |
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* + 1. **CAREER OVERVIEW**

Please ensure your full career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are **no gaps in your career history** from when you left full-time education to present date).

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| --- | --- | --- | --- |
| **From** | **To** | **Title** | **Employer** |
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**Detailed Career History - please begin by listing the most recent first.**

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| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To (00/00):** |
| Main Roles & Responsibilities: | |

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To (00/00):** |
| Main Roles & Responsibilities: | |

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To (00/00):** |
| Main Roles & Responsibilities: | |

### Data Privacy Statement

The HSE is committed to protecting your privacy and takes the security of your information very seriously. We aim to be clear and transparent about the information we collect about you and how we use that information.

* Information on the HSE 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>

I acknowledge that by submitting this application The HSE will communicate with me by various means (such as phone, email, SMS, post mail) regarding my application during the recruitment process and for the lifecycle of any panel (should I be successful in obtaining a place on the panel).

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 Applicant Information Document) 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 for roles from the panel generated 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](mailto:protected.disclosures@hse.ie)

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| **GENERAL DECLARATION** |

It is important that you read this Declaration carefully.

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

The Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

Any canvassing by, or on behalf of, candidates shall result in disqualification and exclusion from the recruitment process.

Candidates shall not:

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

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence. It is the policy of the HSE to report any such above contraventions to An Garda Siochana.

In addition, where a person found guilty of an offence was, or is, a candidate at a recruitment / selection process, then, in accordance with the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.

* where they have not been appointed to a post, they shall be disqualified as a candidate; and
* where they have been appointed as a result of that process, they 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 a later date. Failure to sign this declaration at a later date will render it invalid.

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| **REFERENCES** |

Please give three referees (including your current employer). We retain the right to contact all previous employers.

Do you wish us to contact you prior to contacting your referees? Yes  / No

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

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

**Professional Relationship to Candidate:**

**Postal Address:**

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

**Email Address:**

**2. 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:**

**3. 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:**

* + 1. **APPLICANT CHECKLIST**

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

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| Mobile Telephone Number  Email Address  Postal Address |  | **Mandatory** |
| That the information you have provided in the Qualification/ Eligibility Criteria section clearly shows how your qualifications/ experience match the requirements. Dates should be clearly indicated i.e. DD/MM/YY, qualification titles etc. |  |
| Post Specific Requirements, each question must be fully completed. |  |
| Work Permit Documentation (if relevant to non-EEA applicants). Please refer to Appendix 2 of the Applicant Information Document for details of documentation required. |  |
| Application is submitted by the closing date and time and that you have used the campaign reference in the subject line of your email. |  |
| That you have downloaded and saved the Job Specification and Applicant Information Document for future reference. | | |