

## APPLICATION FORM

**Health Care Assistant**

**St. John’s Hospital Limerick**

SJL08 2024 3

Please carefully note the following instructions:

* Please read the Job Specification, which provides useful information about the requirements of this role.
* Please ensure you read the instructions for the completion of this Application Form and complete all areas in full. Failure to complete all areas of the Application Form will result in you not being brought forward to the interview stage of the selection process.
* Only fully completed application forms submitted via email to [recruitment@stjohnshospital.ie](mailto:recruitment@stjohnshospital.ie) or by post to St. John’s Hospital, John’s Square, Limerick, V94 H272 by the closing time and date will be accepted. There will be no exceptions made.
* In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* Should you be invited for interview, you may have a 'hard' copy (i.e. paper copy) of your Application Form with you. Mobile devices are not permitted for use during your interview.
* St. John’s Hospital will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Codes of Practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/).
* St. John’s Hospital is an Equal Opportunities Employer.
* St. John’s Hospital recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014.

***Please return completed application form to:***

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| --- | --- | --- |
| ***[recruitment@stjohnshospital.ie](mailto:recruitment@stjohnshospital.ie)*** or by post to St. John’s Hospital, John’s Square, Limerick V94 H272 | | |
| **Closing date for applications:** | **closing date Friday 6th September 2024 at 12 noon** | |
| **Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one weeks’ notice of interview. The timescales may be reduced in exceptional circumstance.** | | |
| **Preferred Employment:** Full Time **□** Part Time □ Average Hours Per Week \_\_\_\_  **Due to service needs the successful candidate must be in a positon to take up the post as soon as possible subject to completion of mandatory compliances (Garda Vetting, Occupational Health and Reference Checks)** | | |

Applicant Details:

|  |  |
| --- | --- |
| **Position Applied for:** | **Health Care Assistant (grade code 6075)**  **St. John’s Hospital Limerick** |
| **Position Reference No.:** | **SJL08 2024 3** |
|  |  |
| **Personal Details:** |  |
| **First name:** |  |
| **Last Name:** |  |
|  |  |
| **Postal address for correspondence:** |  |
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| **MOBILE TELEPHONE *(mandatory)*:** |  |
|  |  |  |  |
| **Contact Tel No. 2:** |  |
| **E-mail Address *(mandatory)*:**  ***(As you will be contacted by email)*** |  |
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| European Economic Area  Are you an EEA (European Economic Area) National?  Yes  / No  If you are a non-EEA applicant do you require a work permit?  Yes  / No  Please specify the type of stamp held e.g. Stamp 4, Stamp 1G Stamp 1H etc?  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please confirm expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please see Appendix 2 of Additional Campaign Information document for definition of an EEA National.  NB If you are a non-EEA citizen you must provide the requested documentation to support your application. |

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| **To help us gauge the efficiency of our advertising strategy for this campaign, St. John’s Hospital would appreciate it if you indicated in the table below where you saw this campaign advertised.**   |  |  | | --- | --- | | **HSE website –** [**www.hse.ie**](http://www.hse.ie/) |  | | **St. John’s Hospital website** |  | | **Word of mouth - my manager / colleague** |  | | **LinkedIn** |  | | **Other, please say which** |  |   ***++ More than one indication is allowed.*** |

**Equal Opportunities Monitoring:**

**St John’s Hospital is an equal opportunities employer. Please indicate if you have any special requirements should you be invited to interview:**

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| **Details of Special Requirements:** |

1. **Superannuation Schemes**

Are you currently in receipt of a Voluntary Early Retirement or Ill Health Early Retirement Pension from any of the Public Health Superannuation Schemes listed at 1-5 below, or any other Public Sector Pension Scheme?

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

If you have answered ‘yes’ in relation to being in receipt of a pension from any of the above Superannuation Schemes you are not eligible to apply for this recruitment campaign.

1. **Current Contractual Status**

* I am currently an HSE employee **Yes**  **No**
* I have a permanent contract

**or**

* **I** have a temporary contract

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| 1. **Proficiency in Irish**   Candidates will be afforded the added opportunity to demonstrate their ability to perform the duties of the office through Irish. This assessment will be on a pass/fail basis and will not disturb the marks awarded in the selection process. Where vacancies arise for which proficiency in Irish is a management requirement, the HSE will offer such posts in order of merit to candidates who have successfully passed the Irish assessment. Please indicate if you wish to undertake an Irish assessment exam.  Yes  / No |

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

**Please indicate below how your qualifications and professional experience meet the eligibility criteria for the post of Health Care Assistant. Please note that if you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview.**

**Please tick below which applies to your individual educational qualification(s) in the box provided**

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

**1. Professional Qualifications, Experience, Etc:**

1. Candidates must have at the closing date for receipt of completed applications for the post have:

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| --- | --- |
|  | **Yes/No** |
| 1. The relevant QQI (formally FETAC) Level 5 qualification |  |
| **Or** | **Yes/No** |
| 1. An equivalent relevant health care qualification or a comparable healthcare qualification as outlined in the Quality and Qualifications Ireland (QQI) NARIC Ireland Framework. |  |

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| **Or** | **Yes/No** |
| 1. Be employed as a Health Care Assistant or a comparable role |  |

### Desirable:

Leaving Cert / Applied Leaving Cert

Experience in a Hospital environment

***IMPORTANT: Please note if you have a Health Care qualification at FETAC Level 5, you must attach a copy of your final award and course modules, with your application form.***

***If you do not attach a copy of your final award and course modules, your application form will not be processed further for this campaign,* no exceptions will be made.**

***With regard to Criterion (i), the listing below has been identified as what is considered relevant health skills QQI (formerly FETAC) Level 5\* qualifications***

* ***QQI Level 5 Healthcare Support***
* ***QQI Level 5 Nursing Studies***
* ***QQI Level 5 Community Care***
* ***QQI Level 5 Health Service Skills***
* ***QQI Level 5 Community Health Services***

***\*(A full QQI/FETAC 5 Major award requires a minimum of 120 credits/8 Modules - Please note a Component Certificate will not suffice.)***

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| --- | --- | --- | --- | --- |
| **Education, Qualifications and Training**  Give details of your education, qualifications and training to date. Please include second and any additional third level educational achievements.  Please indicate if you did not complete or pass a particular course. | | | | |
| **Schools, colleges, and universities attended** | **From**  **(Month & Year)** | **To**  **(Month & Year)** | **Qualification** | **Result** |
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*A photocopy of your letter from the College/University confirming that you have completed the required number of relevant modules that equates to a formal recognised post registration programme of study, ECTS Credits equivalent to your post registration programme of study, as certified by the education provider, which verifies that you have achieved a Quality and Qualifications Ireland (QQI) must be submitted with your Application Form. Failure to submit a copy of this letter will result in you not being brought forward to the next stage of the selection process.*

### DETAILED CAREER HISTORY – listing the most recent first

**IMPORTANT: Please ensure all 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:**

**List below all present and past employment, beginning with your most recent/current post**

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| --- | --- |
| **Job Title/Position Held:**  **Grade/ Level *(if applicable):*** | |
| **Employer Name and Address:** | |
| **From (00/00):** | **To (00/00/):** |
| **Reason for Leaving** | |
| **Main Roles & Responsibilities:** | |

|  |  |
| --- | --- |
| **Job Title/Position Held:**  **Grade/ Level *(if applicable):*** | |
| **Employer Name and Address:** | |
| **From (00/00):** | **To (00/00/):** |
| **Reason for Leaving** | |
| **Main Roles & Responsibilities:** | |

|  |  |
| --- | --- |
| **Job Title/Position Held:**  **Grade/ Level *(if applicable):*** | |
| **Employer Name and Address:** | |
| **From (00/00):** | **To (00/00/):** |
| **Reason for Leaving** | |
| **Main Roles & Responsibilities:** | |

|  |  |
| --- | --- |
| **Job Title/Position Held:**  **Grade/ Level *(if applicable):*** | |
| **Employer Name and Address:** | |
| **From (00/00):** | **To (00/00/):** |
| **Reason for Leaving** | |
| **Main Roles & Responsibilities:** | |
| **Job Title/Position Held:**  **Grade/ Level *(if applicable):*** | |
| **Employer Name and Address:** | |
| **From (00/00):** | **To (00/00/):** |
| **Reason for Leaving** | |
| **Main Roles & Responsibilities:** | |

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| **Supplementary Question** |

**A guide to completing supplementary questions is available in Appendix 1 of this application form. It is strongly recommended that you read the guide before completing this section of your application form.**

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| **Please demonstrate the depth and breadth of your experience to date Health Care Assistant environmentthat you feel help you meet the requirements of the post as detailed in the JOB SPECIFICATION. Please note that the information supplied here will be taken into consideration in determining your eligibility and / or shortlisting / ranking for this campaign.**  **Knowledge / Experience Relevant to the Role**  **Please outline your experience as relevant to the role (300 words or less)** |
| 1. **Please outline your experience in assisting patients and provide examples of the type of patient care you provided and in what type of setting?** |
|  |
| 1. **What communication skills do you have to ensure effective communication with your patients?** |
|  |
| 1. **How do you ensure a safe environment for the patients under your care?** |
|  |

**Competency Questions**

As part of the interview process competency-based questions will be asked. The competencies that will be discussed are listed below. As part of your interview preparation please ensure you have reflected on examples of how you have demonstrated your ability in each of the competency and skill areas and are prepared to discuss this in more depth at interview. Please reference the job specification for a summary definition of each competency/skill area.

1. Professional Knowledge
2. Planning & Organising
3. Teamwork
4. Health & Safety
5. Patient/Customer focus
6. Communication & Interpersonal Skills

**References**

All previous employers may be contacted for reference purposes. References are required from an appropriate, direct line manager(s) who had clinical/ professional responsibility/ accountability for your supervision during the employment(s).

Please give the name, email address and occupation of two referees including your current manager who we can contact for references. Referees should not be related to you.

References should not be submitted with this application form.

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

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| **Current Line Manager Referee Details**   1. **Name of Employer**   **Dates of Employment From MM/YY - To MM/YY**  **Line Manager Name**  **Line Manager Job Title**  **Referee Contact Tel No**  **Referee Email Address**  **How much notice are you required to give in your current post?** |

|  |
| --- |
| 1. **Name of Employer**   **Dates of Employment From MM/YY- To MM/YY:**  **Line Manager Name**  **Line Manager Job Title**  **Referee Contact Tel No**  **Referee Email Address** |

**General Declaration**

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

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

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

These obligations are as follows:

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

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

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

It is the policy of St. John’s Hospital to report any such above contraventions to An Garda Siochana.

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

* where he / she has not been appointed to a post, he / she 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 St. John’s Hospital to the making of such enquiries, as St. John’s Hospital 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 St. John’s Hospital 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 St. John’s Hospital with any information relevant to my application or to my continued employment with St. John’s Hospital or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with St. John’s Hospital.

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

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

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

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 1

**SUPPLEMENTARY QUESTIONS GUIDE**

**Information on completing the Supplementary Questions:**

In the supplementary questions section, you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for the position **of Health Care Assistant** in St. John’s Hospital, Limerick.

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

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

The information you present here may form part of a ranking exercise process, and may also be used to help structure your interview, if you are invited to one. A ranking exercise may apply based on the information you provide in your application form. This means that a ranking board will “rank” applicants based on information put forward in the supplementary questions section of your application form. Interviews may be held on a phased basis, inviting applicants to interview based on the position held in the ranking exercise. A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.

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

**Do not exceed the space allowed in the boxes.**

For each example please include the following:

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

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

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

Notes:

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

# Guidelines for Completing the Supplementary Questions

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

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

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

Some guidelines for presenting yourself well are given below: -

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

***Applicant Checklist - Important***

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

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Mobile Telephone Number  Email Address  Postal Address |  | **Mandatory** |
| 2 | That the information you have provided with regard to eligibility on page 8 demonstrates clearly your qualification and experience as relevant to the role. |  |
| 3 | Work Permit Documentation (if relevant to non-EU applicants) (Please refer to Appendix 2 of the Additional Campaign information document for details of documentation required) |  |
| 4 | That your application is submitted by email. |  |
| 5 | That you have downloaded the job specification and Additional Campaign Information for future reference. | | |

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

**Appendix 2**

(i) **EEA Nationals**

EEA nationals 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, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) **NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE**

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

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 showing you have permission to be in this State.

**And**

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

**Or**

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

* Marriage/Civil Partnership Certificate

And

* Spouse’s passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 1, 4 or 5

Or

* If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

***Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.***

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

For more details on EEA countries please see visit the Department of Jobs, Enterprise and Innovation website [www.djei.ie](http://www.djei.ie)

**Personal Public Service Number (PPS Number)**

In order to work in Ireland, you should have a PPS Number. This is a unique reference number that is used by the employer to make the required tax and social insurance contributions on your behalf. You can apply for a PPS Number through the Department for Social Protection. You can find more detailed information about this at the following web pages: <http://www.welfare.ie/en/Pages/ppsn.aspx>

**Please note:**

St. John’s Hospital welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

**Appendix 3**

All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, if you are interested in pursuing a career within St. John’s Hospital we would strongly advise that you commence seeking international security clearances now.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by St. John’s Hospital for the confirmed successful candidate recommended for the post.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

**United Kingdom**

London:

<http://content.met.police.uk/Site/infomationaboutyourself>

[Metropolitan Police Service - Your right to information](http://www.met.police.uk/information/)

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/>

[www.north-wales.police.uk](http://www.north-wales.police.uk)

The <http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

**Australia**

[www.afp.gov.au](http://www.afp.gov.au) This website will provide you with information on obtaining a national police clearance certificate for Australia

**New Zealand**

[www.courts.govt.nz](http://www.courts.govt.nz) This website will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note thatvalid Security/Overseas Clearance from the USAmust be obtained from the **FBI** **only,**

**http://travel.state.gov/travel/tips/emergencies/emergencies\_1201.html**

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

**Other Countries**

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

**Note: Any costs incurred in this process will be borne by the candidate.**

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