



**Additional Campaign Information  
NRS11372 Community Swabber  
National Supplementary Campaign**



Dear Candidate,

Thank you for your interest in the role of Community Swabber.

We have prepared this document to support you through the recruitment process. This document outlines how the recruitment process will be run and important dates. We recommend that you read this document before submitting an application.

There are recruitment panels in place for many Community Testing Centre locations. We aim to form additional panels and fill jobs in the listed Community Healthcare Organisations as a result of this recruitment campaign. There are vacancies currently in many Testing Centres. You can view the list of Community Healthcare Organisations and current testing centre locations below.

## **1. The role of Community Swabber**

The role of Community Swabber is a unique job in the health services and is very much a vital role in the responsive management of COVID-19 in Ireland. The Community Swabber will undertake swabbing and administrative duties as part of the Community Testing Team. Swabbing can take place in Community Test Centres, home-based testing, out break testing, residential care facilities and specific work locations. This means a key element of this role is flexibility to work in these different locations and with varying work patterns. Having access to own transport is important as the Community Swabber is required to move locations as needed.

The Community Swabber takes swabs from the nose and throat of persons who have been referred for testing as they may have COVID-19. The Community Swabber will wear Personal Protective Equipment (PPE) to carry out the role. The role can quite physical with standing, bending and working outdoors, sometimes in inclement weather. The Community Swabber will receive full training to carry out this role and will be supported by the team.

The Community Swabber will swab the public for testing- this will include adults, children, babies and those with disabilities such as intellectual disabilities. Maintaining confidentiality is an important part of the role.

There is also an administrative element to the job- this includes confirming patient details, labelling tubes, packaging swabs- attention to detail is important in this role.

The Community Swabbing role is a role that was developed in response to managing COVID-19 in Ireland. There will be peaks and troughs in the number of suspected cases of COVID-19. If testing centre demand decreases, the Community Swabber will work in the administrative function of the Community and return to Community Swabbing when the need for testing increases- professional agility is part of this role.

The job specification for this role offers more detail on the duties of the role, the requirements of the role and skills needed to carry it out. Please read the job specification and consider your ability to meet those requirements before you apply for this role.

Below is a link to a YouTube video that shows what happens when a person is called to go to Testing Centre- this will give you good insight into the role of a Community Swabber

<https://www.youtube.com/watch?v=XTer6kPUn1Q>

## 2. Where are the jobs located?

We have outlined the current locations below. Locations may change and candidates will be notified of the any changes at the earliest possible date.

We would like to highlight to that flexibility to work in different locations is a key requirement of this role. This is due to the need to provide mobile testing in sites such as home-based testing, outbreak testing such as testing in Residential Care Facilities and serial testing in a range of residential and work locations.

Having access to your own transport is desirable to carry out the duties of this role in order to provide testing in mobile sites as the health service requires it.

We will create additional panels and fill jobs in the following listed Community Healthcare Organisations (CHOs):

<b>CHO 1</b>	<b>Monaghan</b> (Current Testing Centre is Castleblayney)
<b>CHO 1</b>	<b>Cavan</b> (Current Testing Centre is Belturbet)
<b>CHO 1</b>	<b>Sligo</b> (Current Testing Centre is Sligo Town)
<b>CHO 1</b>	<b>Leitrim</b> (Current Testing Centre is Carrick on Shannon)
<b>CHO 1</b>	<b>Donegal</b> (Current Testing Centers' are Letterkenny & Donegal Town)
<b>CHO 2</b>	<b>Galway</b> (Current Testing Centre is Galway Airport)
<b>CHO 2</b>	<b>Mayo</b> (Current Testing Centre is Castlebar)
<b>CHO 2</b>	<b>Roscommon</b> (Current Testing Centre is Castlerea)
<b>CHO 3</b>	<b>Clare</b> (Current Testing Centre is Ennis)
<b>CHO 3</b>	<b>North Tipperary</b> (Current Testing Centre is Nenagh)
<b>CHO 3</b>	<b>Limerick</b> (Current Testing Centre is Limerick City)
<b>CHO 4</b>	<b>Cork</b> (Current Testing Centers' are the Lee & Dunmanway)
<b>CHO 4</b>	<b>Kerry</b> (Current Testing Centre is Tralee)
<b>CHO 5</b>	<b>South Tipperary</b> (Current Testing Centre is Clonmel)
<b>CHO 5</b>	<b>Kilkenny</b> (Current Testing Centre is Kilkenny City)
<b>CHO 5</b>	<b>Carlow</b> (Current Testing Centre is Carlow Town)
<b>CHO 5</b>	<b>Waterford</b> (Current Testing Centre is Waterford City)
<b>CHO 5</b>	<b>Wexford</b> (Current Testing Centre is Wexford Town)
<b>CHO 6</b>	<b>Wicklow</b> (Current Testing Centre is Kiladreenan)
<b>CHO 6</b>	<b>Dublin</b> (Current Testing Centre is Sandyford)
<b>CHO 7</b>	<b>Dublin</b> (Current Testing Centre is Citywest Convention Centre)
<b>CHO 7</b>	<b>Kildare</b> (Current Testing Centre is Punchestown)
<b>CHO 8</b>	<b>Longford</b> (Current Testing Centre is Longford Town)
<b>CHO 8</b>	<b>Westmeath</b> (Current Testing Centre is Mullingar)
<b>CHO 8</b>	<b>Offaly</b> (Current Testing Centre is Tullamore)
<b>CHO 8</b>	<b>Laois</b> (Current Testing Centre is Portlaoise)
<b>CHO 8</b>	<b>Meath</b> (Current Testing Centre is Ashbourne)
<b>CHO 8</b>	<b>Louth</b> (Current Testing Centre is Ardee)
<b>CHO 9</b>	<b>Dublin</b> (Current Testing Centre is Finglas)

### 3. Who should apply?

We welcome applications from all suitably qualified individuals who meet the eligibility criteria for this role. You don't need healthcare experience to apply. You will receive full training to carry out the job. Information on the eligibility criteria are in Appendix 1 and below:

- Eligible applicants will be those who on the closing date for the competition:
  - (i) 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) Passed an examination of at least equivalent standard  
*Or*
  - (iii) Satisfactory relevant experience which encompasses demonstrable equivalent skills
- For information on “Non-European Economic Area Applicants” please see Appendix 2. The HSE welcomes applications from suitably qualified non EEA Nationals who have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

### 4. How do I apply for this post?

- You first complete the Community Swabber Self Assessment questionnaire. The questions are not scored and the answers are not returned to us, but are returned to you only. This will help you in considering your suitability for this role.
- You must submit a fully completed Application Form particular to this post via the on-line portal. You will need to complete all areas of the form, otherwise your application will not be brought forward to the next stage of the selection process.
- In the instance that you are not in a position to complete your application in full at a particular point in time, you have the option to go back into your application. You can do this via a link you will receive by email which is specific to your application and update your incomplete application where necessary. We would advise that you do not share this email/ detail as it contains your personal data.
- Once your application is completed in full and submitted you will no longer have the ability to edit your application, you will however have the ability to view your completed application.
- Once you have completed and submitted your application you will receive a copy of your application via email. We recommend you use a personal email address to which you have regular access.
- As we require the same information from all candidates in order to make fair decisions on their applications, we will not be able to process applications by CV or any other method.
- We check eligibility of the candidate at a later date in the process. Please do not apply if you do not meet the eligibility criteria as your application will be deemed ineligible and withdrawn from the recruitment campaign at a later date. It is important that you ensure you have fully demonstrated your eligibility for the role in your application form. If you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview.
- We can only accept complete applications received by the closing date and time. If you submit more than one application the first one received is the version that will be considered.
- Please note that HSE National Recruitment Service and Cpl Healthcare Ltd., who are supporting this initiative on our behalf, will in the main contact you by email. As you can appreciate, it is your responsibility to ensure you have frequent access to your emails. You may receive email communications that have a time deadline requirement. As a result, we recommend you use a personal email address to which you have regular access. We will send you an email to alert you if we have sent you a communication by post.

## 5. Candidates on existing Community Swabber recruitment panels

If you are not currently on a Panel for Community Swabbers the below information is not relevant or applicable to you.

If you are currently on a Panel for Community Swabbers you will have received a separate communication by email. This communication will advise you as to whether or not the panel you are on is due to expire.

If the panel you are on is due to expire and you would still like to be considered for future Community Swabber opportunities, you may wish to apply for this new supplementary campaign.

If the panel you are on is not currently due to expire, it will remain in place and will take precedence over the supplementary panel formed from on foot of this new campaign.

If your panel is due to remain but you still wish to be considered as an applicant for the new supplementary campaign (NRS11372), you have the option of removing yourself from the existing panel and re-applying for the new campaign. To remove yourself from the existing panel, you will need to email your request to [CommunitySwabber@hbsrecruitmentservices.ie](mailto:CommunitySwabber@hbsrecruitmentservices.ie) before the extended closing date of the supplementary campaign i.e. by Friday, 10<sup>th</sup> December 2021 at 12 noon. It is important for candidates to note that the primary panel will always take precedence. If you remove yourself from the existing panel and you are placed on the supplementary panel, all candidates on the primary panel will automatically have a higher order of merit than those candidates who will be placed on the supplementary panel created on foot of the new campaign.

## 6. How will the selection process be run?

The recruitment campaign is structured and pre-planned. In this section we outline exactly how we run the recruitment campaign:

- This campaign is in response to the ongoing need for Community Swabbers. The recruitment time frames for this campaign are quite tight in order to fill vacancies as soon as possible. There are vacancies currently in many Testing Centres. The campaign is being run by the HSE in partnership with Cpl Healthcare Ltd., recruitment agency supporting the HSE in the speedy recruitment of Community Swabbers where required. Those appointed will be HSE employees.
- We will fill relevant current and future vacancies from this and existing recruitment panels. There are current vacancies in many community areas, however we would like to highlight to you that a position on a panel is not a job offer and does not necessarily mean that you will be offered the job you want in the location you want.
- To apply for this campaign you must complete the application form in full. Any candidate who does not meet the eligibility criteria will be informed of that decision and the reason why.
- You will note we ask for documentation to be uploaded to accompany your online application form. This documentation (Achievement of eligibility: Leaving certificate/ statement of results or documentation that demonstrates your achievement of equivalent standard or an outline of your experience that demonstrates equivalent skills); (Permission to Work in Ireland: Non – EEA Applicants - Copy of your passport with current immigration stamp & Cert of Registration) is documentation that is needed to prove your eligibility for this campaign. We ask for it at application stage so we can start the recruitment clearance process soon after you apply. The application forms outlines what is mandatory and what can be provided later if not available to you now.
- Recruitment campaign staff will assess your application form against the eligibility criteria to see how your individual experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore it is very important that you think about your experience in light of those requirements.
- Due to the urgency in recruiting Community Swabbers, you may be contacted by a recruitment staff shortly after you apply to arrange an interview. This means the sooner you apply, the sooner you may be interviewed and potentially offered a job.
- Due to the urgency in filling COVID-19 related roles, we may not wait until the closing date has passed before we interview the candidates for these roles. It is likely that those who apply first may be interviewed first and may be offered jobs first, dependent on the volume of applicants that apply.
- We aim to appoint candidates to jobs in line with the order of merit, however due to the immediate need to fill these vacancies in certain test centres candidates with lower order of merit may be appointed first in line with their completion of the recruitment process (including recruitment clearances) and their availability.

- There may be a number of stages of selection and short-listing or a ranking exercise may take place. A short listing or ranking exercise may take place in which those with the most relevant experience are called to interview first. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Those successful at the short listing or ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation. An online assessment may also take place to rank candidates.
- Candidates invited to interview will be given more details regarding the interview and how to prepare for it at a later date. Please note that interviews are likely to be conducted via Video Link / MS Teams Conference Call.
- While the interviews are being organised and taking place, we and our recruitment partners may undertake the clearance documents at the same time. In brief these clearances are documentary evidence of your education (if relevant), references, occupational health and Garda Vetting/ police vetting. A number of recruitment activities (interviews and clearances) may take place at the same time in order to speed up the recruitment process.
- Candidates who are successful at interview will be placed on a panel in order of merit with the highest scoring candidate being placed first, the next highest being placed 2<sup>nd</sup> etc.
- If there is an existing panel in place this will take precedence over the newly formed panel for this campaign.
- We will aim to offer jobs to the candidates in order of merit. Due to the immediate need for these jobs to be filled in certain test centres, we may call candidates to interview as they apply. Dependent on when candidates can be interviewed, this means a candidate with a lower order of merit may be placed in a job first with a candidate with a higher order of merit being placed in a later job should one be available. Full details on how panels operate are available in Appendix 5.
- The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.
- In your application form you are invited to make a geographical preference choice, based on where the current testing centres are.
- You can make up to 2 preference choices, these can be 2 in the same Community Healthcare organisation (CHO) or make a single choice in different CHO areas.
- It is likely you will be interviewed for your first geographical preference and if you pass the interview, be placed on a panel for that geographical choice e.g. you choose Cavan as your first geographical choice, you are likely to be interviewed and placed on a panel for Cavan.
- If jobs remain unfilled in any of the geographical areas we may offer those jobs to candidates who choose those areas as their 2<sup>nd</sup> geographical choice, if they haven't already taken up a job.
- We also may offer unfilled jobs to candidates from other geographical areas in order of merit.
- The closing date of the campaign may be extended, dependent on applicant numbers and relevance of experience.
- Any applicant who does not meet the eligibility criteria/ is not shortlisted will be informed of that decision and the reason why.
- We would like to highlight to you that interviews form a part of the selection process. The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes. Please note the HSE may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.
- This campaign is being run by National Recruitment Services in the HSE. We will be supported by the recruitment agency CPL Healthcare in running this campaign. Appointments will be to HSE services and will be HSE contracts of employment.

## 7. Formation of Panels

### What is a panel?

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Subsequent vacancies are then expressed to the panel in order of merit. If the number one successful candidate that expressed an interest on the panel refuses the job offer, it is then offered to the second candidate who expressed interest on the panel. Once a panel is formed, it usually remains in existence for 1 year and may be extended.

### Marking System

Candidates are given marks for skill areas during the interview. These assessment areas are decided before the interview.

Please note in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each competency area.

### Future panels

Please note that candidates successful at interview and placed on the panel formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel.

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. The HSE reserves the right to extend the life of the panel to fill specified purpose and / or permanent vacancies that may arise. The HSE may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

## 8. Security Clearance

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by National Recruitment Services for the confirmed successful candidate recommended for any post engaged in relevant work.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more from the date of your 16<sup>th</sup> birthday 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 the HSE we would strongly advise that you commence seeking international security clearances now. Please see **Appendix 3** for more information on international 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.

## 9. Appeal Procedures

Appointments in the HSE are made under a recruitment license and are subject to Code of Practice established by the Commission for Public Service Appointments (CPSA). The Code of Practice provides that candidates may make a request for review (see section 7 of the Code) OR make a complaint (see Section 8 of the Code) of any part of the appointment process that they feel is unfair or has been applied unfairly to them. These two forms of review procedure are mutually exclusive. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to Karen Magarahan, National Recruitment Services, ([karen.magarahan@hse.ie](mailto:karen.magarahan@hse.ie)). Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

**We encourage you to visit [www.cpsa.ie](http://www.cpsa.ie) for further information on the code of practice and informal and formal review procedures.**

## 10. HSE Privacy Policy

National Recruitment Services is committed to protecting your privacy and takes the security of your information very seriously. National Recruitment Services aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE Privacy Policy, is available at <https://www.hse.ie/eng/privacy-statement/>

### **How will the data be used?**

By completing an application form you consent to your data being used for healthcare recruitment.

The data gathered will be held and distributed for the purposes of recruiting Community Swabbers.

This data may be distributed to public and voluntary health and social care providers. We will also be receiving services from providers outside of the HSE, for example, recruitment services.

In order to assist in this process, we may need to share your personal information with those providers. We are careful only to share the information that is necessary for this purpose. Anyone who receives this information is also bound by confidentiality and the data protection laws. In certain situations, we may have to disclose your personal information to other agencies, in accordance with legal requirements, i.e. Dept. of Social welfare, Department of Health, the Courts etc., or in an emergency situation to prevent injury to other persons.

### **How will your data be stored?**

The data gathered will be held on password protected computers/ cloud storage.

Information on the General Data Protection Regulation is available at <https://www.hse.ie/eng/gdpr>

## Appendix 1 Eligibility Criteria- Qualifications and/ or experience

Candidates must have at the latest date of application: -

### 1. Professional Qualifications, Experience

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

(i) 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) Passed an examination of at least equivalent standard

Or

(iii) Satisfactory relevant experience which encompasses demonstrable equivalent skills  
And

(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office based on the skills competencies and knowledge for the post.

### 2. 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.

### 3. Character

Each candidate for and any person holding the office must be of good character.

### Other requirements specific to the post:

Due to the nature of the work this role requires:

- Flexibility to attend for work in varied locations as swabbing and other administrative activities can be conducted at Community Testing Centre locations and/or at off-site locations nationwide.
- Access to appropriate transport to fulfil the requirements of the role, frequent travel may be required to off-site locations
- Flexibility in relation to working hours to fulfil the requirements of the role. Please note these roles may participate in a 5/7 rota (i.e. Monday-Sunday) Contracted hours of work are liable to change between the projected hours of 7am-10pm over seven days to meet the requirements for extended day services.
- Staff may be required to participate in on-call rota as required

**(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, Republic of 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 which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1G, Stamp 4, Stamp 4EUfam, Stamp 5, Stamp 6.

**or**

*\* A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1.*

**OR**

**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 which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 3 and scanned copies of the following (mandatory)

**and**

Marriage/Civil Partnership Certificate

And

**Spouse's passport showing their identification and current immigration stamp and a copy of their Critical Skills Employment Permit (CSEP).**

**or**

*\* Spouse's passport showing their identification and current immigration stamp **and** their current Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1, 1G, 4, 5 or 6\*.*

**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 Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD student***

*\* You cannot start a job or enter employment unless your employer has obtained an employment permit for you*

**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 Business, Enterprise and Innovation website <https://dbei.gov.ie/en/>

**Please note:**

The HSE 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.

When a candidate submits a completed application form they will require a vetting disclosure from the National Vetting Bureau as the role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the HSE as part of this recruitment campaign.

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. 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.

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 excluding Northern Ireland, 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 the HSE we would strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), 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

[https://www.acro.police.uk/police\\_certificates.aspx](https://www.acro.police.uk/police_certificates.aspx)

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

#### United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**, <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

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 accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at proceed to pre-employment clearances stage – typically this is 5 working days.

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.**

**Persons in receipt of a pension from specified Superannuation Schemes**

Former Health Service and Public Sector Employees must adhere to the relevant prohibition of reemployment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension 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 Public 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 to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012)**

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

Interviews form a part of the selection process. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.

The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. Please note the HSE may retract a post if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. The HSE reserves the right to extend the life of the panel to fill vacancies that may arise. The HSE may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any important changes.

### **Panel Management**

In this appendix we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The time lines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

#### **Frequently used terms:**

**Expression of Interest:** An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

**Order of Merit:** The order of merit is initially decided by your score achieved at assessment/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc. Due to the urgency of recruiting Community Swabbers, you may be contacted by a recruitment staff shortly after you apply to arrange an interview. This means the sooner you apply, the sooner you may be interviewed and potentially offered a job. We may not wait until the closing date has passed before we interview the candidates for these roles for certain test centres. It is likely that those who apply first may be interviewed first and may be offered jobs first, dependent on the volume of applicants that apply and test centre vacancies. We aim to appoint in line with the order of merit, however due to the immediate need to fill these vacancies for certain test centres candidates with lower of order may be appointed first in line with their completion of the recruitment process and their availability.

#### **Job Offer:**

A job offer is a formal offer to accept or decline an actual job. We will aim to offer jobs to the candidates in order of merit. Due to the immediate need for these jobs to be filled for certain test centres, we are likely to call candidates to interview as they apply. Dependent on when candidates can be interviewed, this means a candidate with a lower order of merit may be placed in a job first with a candidate with a higher order of merit being placed in a later job should one be available.

