* 1. **PPLICATION FORM**

**CLINICAL ENGINEERING TECHNICIAN, SENIOR**

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| APPLICATION FORM **CLINICAL ENGINEERING TECHNICIAN, SENIOR**  **UHKCETS00577**  **UNIVERSITY HOSPITAL KERRY** |

* Please read the Job Specification which provides useful information about the requirements of this role.
* Please ensure you download, read and fully understand the ‘Additional Campaign Information’ document specific to this campaign that is available on <http://www.hse.ie/eng/staff/jobs/jobsearch/>.

# 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.

* You must submit your application form via email only and 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 wishing to return an application by email should allow a minimum of 1 hour for their application to arrive by **12.00 noon on 5th July, 2022.** Applications will not be accepted after this date and time, no exceptions will be made.
* It is preferable that Application Forms are typed.
* Applications must be submitted as a Microsoft Word or PDF document format 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 pay particular attention to ensure that your application is attached as an attachment (not a link to an online storage site e.g. Google Drive) when emailing your application.
* 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 take a 'hard' copy (ie. paper copy) of your Application Form with you. Mobile devices are not permitted for use 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 Codes of Practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/). Further information is also available in the Additional Campaign 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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| **Return Application Forms To** | **Please note that you must submit your application form via email only to** [**UHK.Recruitment@hse.ie**](mailto:UHK.Recruitment@hse.ie) |
| **Closing Date for application:** | 5th July, 2022 12 noon |

**APPLICANT DETAILS**

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| Position Applied For: | **Clinical Engineering Technician, Senior** |
| Campaign Reference No.: | **UHKCETS00577** |
| **Personal Details** |  |
|  |  |
| 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) |  |
| Drivers Licence*:*  (Please state type & category) |
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**European Economic Area (EEA)**

Are you an EEA (European Economic Area) National? Yes  No

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

In order to help us gauge the efficiency of our advertising strategy for this campaign, we would appreciate if you indicated below where you saw the campaign advertised. *+*

|  |  |
| --- | --- |
| HSE Website |  |
| Word of mouth – my manager/colleague |  |
| Notification from HSE Talent Pool |  |
| Websites |  |
| Other – please say which |  |

*+ More than one indication is allowed.*

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

Please indicate below how your qualifications and professional experience meet the eligibility criteria for the role. **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 complete each section below.

1. Hold as a minimum a recognised qualification at Quality and Qualifications Ireland (QQI) Level 7 or higher, in **one** of the following engineering disciplines;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline** | **Duration of Award**  **From – To (00/00)** | **College / Educational Institution** | **Name of Course** | **Level of Award on the NFQ Framework maintained by QQI**  [**http://www.nfq-qqi.com/**](http://www.nfq-qqi.com/) |
| Electronic, |  |  |  |  |
| Electrical, |  |  |  |  |
| Instrument Physics, |  |  |  |  |
| Industrial Instrumentation, |  |  |  |  |
| Applied Physics, |  |  |  |  |
| Mechanical, |  |  |  |  |
| Mechatronic, |  |  |  |  |
| Biomedical Engineering |  |  |  |  |

**OR**

1. Hold a recognised qualification at least equivalent to one of the following;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline** | **Duration of Award**  **From – To (00/00)** | **College / Educational Institution** | **Name of Course** | **Level of Award on the NFQ Framework maintained by QQI**  [**http://www.nfq-qqi.com/**](http://www.nfq-qqi.com/) |
| Electronic, |  |  |  |  |
| Electrical, |  |  |  |  |
| Instrument Physics, |  |  |  |  |
| Industrial Instrumentation, |  |  |  |  |
| Applied Physics, |  |  |  |  |
| Mechanical, |  |  |  |  |
| Mechatronic, |  |  |  |  |
| Biomedical Engineering |  |  |  |  |

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| **If your educational award has not been obtained in the Republic of Ireland, have you received validation of your qualification from the QQI? As this process takes a period of time we strongly recommend that you commence the validation process now.**  **(Refer to Appendix 1 of Additional Campaign Information for further information).**  ***Please tick as appropriate:*** | |
| **Yes** | **No** |

**And**

**3a. Please indicate your three years postgraduate satisfactory and relevant experience in an appropriate medical industrial field. Please note that you must have achieved the 3 years (36 months) experience no later than the closing date for this campaign.**

**Date of receipt of your final exam results in the format DD/MM/YY: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_**

Please detail below (in months) your experience to date that demonstrates your fulfilling of the above eligibility criteria. **Please note that the information supplied here will be used to determine your eligibility for this campaign.** If you work in a part-time capacity please list your monthly hours and total months of work as they are. Please do not make whole time equivalent calculations.

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| --- | --- | --- | --- | --- | --- |
| **From Date 00/00/00** | **To Date**  **00/00/00** | **Average Monthly Hours** | **Total Months** | **Employer** | **Title of Post\*** |
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| **Total Cumulative Months** | | |  | | |

**AND**

**3b. The above years of experience must include 2 years in a clinical engineering environment. Please indicate below your 2 years in this area. Please note that you must have achieved the 2 years’ (24 Months) no later than the closing date for this campaign.**

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| --- | --- | --- | --- | --- | --- |
| **From Date 00/00/00** | **To Date**  **00/00/00** | **Average Monthly Hours** | **Total Months** | **Employer** | **Title of Post\*** |
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| **Total Cumulative Months** | | |  | | |

\*If it is not clearly evident from the Title of the Post that it satisfies the eligibility criteria please provide further detail in the box below:

### 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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| **Experience Relevant To The Role**  Please provide below specific details from your experience to date that you feel help you meet the requirements for this 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.  *Please include dates, the name of your employer & department where you worked and details as to how you meet the requirements specified in the eligibility and ‘post specific requirements’ section of the Job Specification.* | |
| **Date(s) from – Date(s) to** | **Employer(s) & Department Name** |
|  |  |
| **Please demonstrate your depth and breadth of experience in the clinical and technical aspects of clinical engineering as relevant to the role.** | |

### Supplementary Questions 1 - 4

**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.**

**In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas 1 - 4. A summary definition of each skill area is provided for your information. This is a summary of what we mean by each skill heading. Please provide the information in the format requested at (a), (b), and (c) on the “Information on Completing the Supplementary Questions” Section. Remember anything you say may be used as part of a shortlisting/ranking exercise and may be discussed in more depth at interview, should you be called to one.**

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| **1. Planning and Managing Resources**  It is important that the Clinical Engineering Technician, Senior demonstrates the ability to plan and manage resources to ensure optimum service delivery. This includes prioritising tasks appropriately and delegating to ensure efficiency. S/he must demonstrate flexibility and adaptability in response to workforce demands and plan and organise work accordingly. S/he adopts a proactive, forward-planning approach to service delivery in consultation with the multidisciplinary team, client group and other relevant stakeholders.  *In the space below please give an example of a situation where you best demonstrated your ability in this area.* |
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| **2. Team Skills & Leadership Skills**  The Clinical Engineering Technician, Senior must be capable of working independently as well as part of a wider healthcare team, building and maintaining relationships and understanding and valuing individuals and their respective professional roles. S/he maintains open communication channels with team members and others as appropriate. S/he reacts constructively to setbacks and is able to both give and receive feedback.  *In the space below, please give an example of a situation where you demonstrated your ability in this area.* |
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| **3. Commitment to Providing a Quality Service**  The Clinical Engineering Technician, Senior demonstrates a commitment to providing a quality service. S/he is innovative and open to change, striving to ensure high standards in service delivery. S/he ensures that all service users are treated with dignity and respect and makes certain that the welfare of the service user is a key consideration at all times. S/he monitors and reviews his/ her own work, and that of the team to ensure its quality and accuracy.  *In the space below please give an example of a situation where you best demonstrated your ability in this area.* |
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| **4. Evaluating Information and Judging Situations**  It is important for a Clinical Engineering Technician, Senior to make decisions and solve problems in a timely manner. S/he will gather and analyse information from a variety of relevant sources before making a decision and will use opportunities to empower others as appropriate. S/he will display the ability to explain the rationale behind decisions confidently when faced with opposing or competing demands.  *In the space below please give an example of a situation where you best demonstrated your ability in this area.* |
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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 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.

### REFERENCES

Please give three referees (including your current employer). Please ensure that the referees you provide are from a clinical perspective. 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:**

### 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. |  |
| Work Permit Documentation (if relevant to non-EEA applicants). Please refer to Appendix 2 of the Additional Campaign 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 Additional Campaign Information for future reference. | | |