**THE INFORMATION YOU PROVIDE WILL BE TREATED IN CONFIDENCE**

***Galway Hospice governed services (the Foundation) takes its responsibilities under GDPR and the Data Protection Acts seriously.  We will process your data in line with our data protection policies in order to process your application and will hold your data in line with our data retention policy.***

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a CV / Résumé / additional information to this form. Feel free to use reverse of document if needed.

|  |  |
| --- | --- |
| **Position applied for:**  **(please submit separate form for each post applied for)** |  |
| **LOCATION** | GALWAY [ ] MAYO [ ] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Surname:** |  | **Address:** |  |
| **Mobile No.:** |  |  |  |
| **Work Tel. No.:** |  |  |  |
| **E-mail:** |  |  |  |
| **Notice Period required** |  |  |  |

Are you legally eligible to work and remain in Ireland (i.e. no Visa/Permit restrictions)? Yes [ ] No\* [ ]

\*Please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History** (please use additional pages if required)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates employed From / To** | **Name & Address of Employer and title of person you reported to** | **You Job Title & Brief Summary of Duties** | **Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education:** (Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first)

|  |  |  |  |
| --- | --- | --- | --- |
| **School / College Attended** | **From / To** | **Qualification Level** | **Awarding Body**  **(& registration date if applicable)** |
|  |  |  |  |
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**Professional Registration** (e.g. Irish Medical Council, CORU, NMBI, etc.):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Registering Body** |  | **Registration No.** |  | **Registration Date** |  |

**Training and Development** (please use additional pages if required)**:**

If applicable, please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses

**References** (current/previous employer(s) or persons to whom you are known but not related):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  |  |  |
| **Job Title:** |  |  |  |
| **Address:** |  |  |  |
| **Contact Tel. No.:** |  |  |  |
| **E-mail Address:** |  |  |  |
| **Permission to contact:** | Yes [ ] No [ ] | Yes [ ] No [ ] | Yes [ ] No [ ] |

Please ensure you have sought the consent of the above named as they will be contacted directly.

**Any additional information for consideration in support of your application?** (please use additional pages if required)

**Obligations Placed on Candidates Participating in the Recruitment Process**

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 and it is the policy of the Foundation to report any such above contraventions to the appropriate authority.

**General Declaration**

It is important that you read this Declaration carefully and then sign below.

“*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 Foundation to the making of such enquiries, as the Foundation 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 Foundation 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 any information relevant to my application or to my continued employment or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Foundation.*

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

**Failure to sign this application will render it invalid**

**Note – ALL APPLICANTS:**

All appointments will require satisfactory security clearances from the **Garda National Vetting Bureau**. This process will be initiated 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 / jurisdictions in which you have resided 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. 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.

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

Successful applicants will be required to complete a **detailed medical questionnaire** and be required to attend a medical examination prior to being appointed. **Hepatitis B immunization** is required for Clinical/Medical Appointments. Where applicable, **verification of qualification** is required and you will be required to provide consent for verification of same.