

# Ireland's Interns 2012

NRS0548

## Application Form for Intern Posts 2012 in the Irish Health Service

### Application Stage 1



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

**Prospective applicants should refer to “Ireland’s Interns 2012: A Guide to Application and Appointment to Intern Training in Ireland 2012”, (“the Guide”) and to the “Frequently Asked Questions” before completing this application form.**

**The Guide provides information on eligibility for application to intern posts, Intern Training Networks, the process of application and matching of applicants to intern posts and requirements for registration and Garda vetting.**

**Please ensure you read and fully understand the following notes before completing the Application Form for Intern Posts 2012**

1. This form must be completed by all applicants to intern posts in the Irish health service, commencing July 2012, including posts in HSE and voluntary hospitals and other clinical sites.
2. **This form must be completed electronically and submitted by email *only* to [applyintern@hse.ie](mailto:applyintern@hse.ie). Applications in hard copy or application by CV or any method will not be accepted.**
3. Please ensure that your completed Application Form reaches this office no later than **5pm on Friday 2<sup>nd</sup> December 2011**. Applications received after this date and time will not be accepted.
4. Candidates should note that there can be a time delay in receiving email applications. We recommend that applicants should allow a minimum of 1 hour for their application to reach [applyintern@hse.ie](mailto:applyintern@hse.ie) by the closing time of **5pm on Friday 2<sup>nd</sup> December 2011**. **Applications will not be accepted after this date and time, no exceptions will be made.**
5. E-mail applications will receive an automated response within 24 hours, which will let you know that we have received your e-mail. Candidates please note the HSE's National Recruitment Services check eligibility and attachments after the closing date and time for the receipt of applications. This is due to the high volume of applications. The National Recruitment Services can only accept applications received by the closing date and time i.e. **5pm on Friday 2<sup>nd</sup> December 2011**. **No applications received after this time & date will be accepted.** This means that if your application is blank, you have sent the wrong version of your application form, have no internet access etc., your application will not be processed further.
 

N.B Please note that the National Recruitment Services will mainly contact you by mobile phone and email. Some communications are sent by post. Therefore it is most important that both your mobile telephone number and email address are included in your application as well as your postal address. It is your responsibility to ensure you have access to your mobile voicemails, text messages and emails. You may receive communications that have a deadline requirement.
6. All sections and individual questions must be answered. If questions are not relevant to you, insert "not applicable" or "n/a" into the answer box. Failure to complete all sections of the application form may result in your application not proceeding to the next stage of the selection process.
7. Forms may not be amended after 5pm Friday 2<sup>nd</sup> December 2011. Please ensure that all details submitted are correct. Errors in completion of any aspect of the form and any delays related thereto may affect the consideration of your application.
8. References to "HSE" throughout refer to the Health Service Executive, as established by the Health Act 2004.
9. References to the "Irish Health Service" relate to HSE hospitals/clinical sites, HSE-funded hospitals/clinical sites and some other clinical sites/services such as primary care centres/practices and private hospitals.
10. References to "Medical Council" throughout refer to Comhairle na nDochtúirí Leighis or the Medical Council as established by the Medical Practitioners Act 1978 and continued in the Medical Practitioners Act 2007.
11. References to "EEA" throughout refers to the European Economic Area i.e. EU countries plus Norway, Iceland and Liechtenstein. While not part of the EEA, Swiss nationals do not require a permit to work in Ireland and are therefore treated the same as EEA nationals with regard to right to work status.
12. Applicants are required to prove their right to work in Ireland in line with the Employment Permits Act 2003 & 2006 prior to commencement of employment. More information on work permits is available from the Department of Enterprise, Trade and Employment at [www.entemp.ie/labour/workpermits/](http://www.entemp.ie/labour/workpermits/). Information on immigration is available from the Irish Naturalisation and Immigration Service, Department of Justice, Equality and Law Reform at [www.inis.gov.ie](http://www.inis.gov.ie). The HSE cannot provide advice on immigration or employment permits.
13. Intern posts are for the duration of one year, commencing on **9<sup>th</sup> July 2012 until 7<sup>th</sup> July 2013**. Separate employment contracts for shorter slots may be provided to appointees, depending on their employing authority(/ies).
14. Please note that registration as an intern with the Medical Council is a separate process (with separate deadlines) to the process of applying for employment as an intern in the Irish health service. In line with Section 37 of the Medical Practitioners Act 2007, all medical practitioners must be registered on the appropriate division of the register of medical practitioners maintained by the Medical Council in order to practise medicine in the Irish health service. It is an indictable offence to practise medicine in Ireland while unregistered. Information is provided in the Guide and applicants should refer to [www.medicalcouncil.ie](http://www.medicalcouncil.ie) for more information on registration.
15. The HSE/other intern employing authority reserve the right to seek verification of any of the details contained in your application and supporting documentation.

16. Please note that information contained in this application form and the form itself will be passed to Intern Training Networks, the Medical Council (of Ireland) and to prospective employing authorities, including non-HSE employing authorities (such as voluntary hospitals), for recruitment purposes only.
17. The Public Services Management (Recruitment and Selection) 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 in respect of HSE clinical sites.

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
  - personate 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 Síochána.

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 Services Management (Recruitment and Selection) 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

18. Any cost incurred in relation to any aspect of the application process shall be borne by the applicant.
19. The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on <http://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".
20. The Health Service Executive is an Equal Opportunities Employer.
21. The Health Service Executive recognises its responsibilities under the Data Protection Act 1988 and the Freedom of Information Act 1997.
22. For queries, please refer to the "Guide to Application and Appointment to Intern Training in Ireland 2012", which includes a list of frequently asked questions. Any further queries should be referred, in the first instance to your Medical School. If your Medical School is not in a position to answer your queries, the School may refer queries to [applyintern@hse.ie](mailto:applyintern@hse.ie). Please note that the HSE's National Recruitment Service cannot discuss applications in person.
23. It is recommended that you retain a copy of your completed application form and all documentation for your own records.
24. Details of the Stage 2 application process, including selection of preference posts and networks will be provided to eligible applicants after Stage 1 of the application process has been completed.

**Abbreviations:**

HSE:	Health Service Executive
PPS No.:	Personal Public Service Number
MET:	Medical Education & Training
EEA:	European Economic Area (EU countries plus Norway, Iceland & Liechtenstein)
NCHD:	Non-Consultant Hospital Doctor
NRS:	National Recruitment Services



Post:		

# Ireland's Interns 2012

## Application Form for Intern Posts 2012

### In the Irish Health Service

### Application Stage 1

#### Section A – Summary Details

**Position applied for:** Intern (Non-Consultant Hospital Doctor) in the Irish Health Service.  
(HSE Grade Code: Intern 1554)

**Closing Date:** Application Form to be received by HSE by 5pm on Friday 2<sup>nd</sup> December 2011

First Name:	
Middle Initial:	
Last Name:	
E-mail address:	
Mobile Number:	
Name of Medical School:	
Country of Medical School	
Graduation:	
Year (/expected year) of Graduation:	

*mark as appropriate below:*

EEA National:	
Non-EEA National:	

As of July 9<sup>th</sup> 2012, will you require a permit to work in Ireland?    Yes     No

Note: This is for information purposes at this point; you will have the opportunity to confirm your work permit status at Stage 2 of the application process

If no, please state the basis on which a permit is not required as of July 9<sup>th</sup> 2012

(e.g. EEA nationality, spouse of Irish national, de facto relationship as defined by Irish Naturalisation and Immigration Service or other – please define)

**For HSE use only:**

HSE Appl. Ref:		EEA							
Centile Ranking:		Non-EEA & <u>no</u> work permit req.							
Matched at Stage 1:		Non-EEA & work permit req.							
Matched at Stage 2:		HSE NRS Rep. Initials:	<table border="1" style="width: 100%;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr><tr><td></td><td></td><td></td></tr></table>						
Network:									

## Section B – Personal Details

*Note: It is the applicant's responsibility to ensure that all contact details are correct and that they will be contactable at the e-mail address, postal address and telephone number(s) provided following graduation from medical school. Details of allocation of intern places will ordinarily be notified by e-mail.*

<b>1</b>	First Name:	<input style="width: 100%;" type="text"/>
<b>2</b>	Middle Name(s):	(i) <input style="width: 100%;" type="text"/> (ii) <input style="width: 100%;" type="text"/>
<b>3</b>	Last Name:	<input style="width: 100%;" type="text"/>
<b>4</b>	PPS Number (Personal Public Service Number): If you do not have a PPS number please enter N/A in the box	<input style="width: 100%;" type="text"/>
<b>5</b>	Postal Address:	<input style="width: 100%; height: 80px;" type="text"/>
<b>6</b>	E-mail Address (mandatory)	<input style="width: 100%;" type="text"/>
<b>7</b>	Home Telephone Number (optional):	<input style="width: 100%;" type="text"/>
<b>8</b>	Mobile Telephone Number (mandatory):	<input style="width: 100%;" type="text"/>

## Section C – Medical Education

<b>9</b>	Name of Medical School at which basic medical degree was completed /will be completed spring/summer 2012:	<input style="width: 100%;" type="text"/>
<b>10</b>	Year of graduation / expected year of graduation:	<input style="width: 100%;" type="text"/>
<b>11</b>	Address of Medical School at which basic medical degree was completed / will be completed spring/summer 2012:	<input style="width: 100%; height: 40px;" type="text"/>
<b>12</b>	Name of EU/EEA Member State in which Medical School is located:(note: graduates of Medical Schools outside the EEA are ineligible)	<input style="width: 100%;" type="text"/>
<b>13</b>	Please indicate if you are a direct entry student or a graduate entry student	(i) Direct entry student <input style="width: 100%;" type="text"/> (ii) Graduate entry student <input style="width: 100%;" type="text"/>
<b>14</b>	If you are due to graduate from a Medical School outside of the Republic of Ireland please complete the following:	
<b>14a</b>	Date / expected date of completion of basic medical degree: (DD-MM-YYYY)	<input style="width: 100%; text-align: center;" type="text"/>
<b>14b</b>	Date / expected date of conferral of medical degree: (DD-MM-YYYY)	<input style="width: 100%; text-align: center;" type="text"/>
	N.B. If you are due to graduate from a Medical School outside of the Republic of Ireland in 2012 you must submit confirmation of the dates of completion and conferral of your medical degree from the Dean/Head of your Medical School. Please see section F of the application form.	

## Section D – Medical Council Registration

**15a** Are you, at the time of application, already registered with the Irish Medical Council?  
(mark an "X" in the appropriate box)

Yes	
No	

**15b** If yes, please indicate the Division in which you are registered:

(i) Trainee Specialist Division – Intern	
(ii) Trainee Specialist Division - other	
(iii) General Division	
(iv) Supervised Division	
(v) Specialist Registration	

**16a** Have you already commenced Intern training (or equivalent formal practical training) in Ireland or any other country

Yes	
No	

**16b** If yes, please state the location (hospital / service, city and country) and duration of training

Location:	
Duration:	

**16c** Have you already completed Intern training (or equivalent formal practical training) in Ireland or any other country

Yes	
No	

**16d** If yes, please state the location (hospital / service, city and country) and duration of training

Location:	
Duration:	

**17** Are you already registered or entitled upon graduation to registration with a medical regulatory body outside Ireland?  
If yes, please answer Question 18 before proceeding.

Yes	
No	

**18** If you answered yes to Question 17 above, please state the country(/ies), names of regulatory body(/ies), the registration division and, if already registered there, the date of registration

Country	Name of Regulatory Body	Registration Division	Date of Registration

## Section E - References

- 19** Please provide details of three referees. One should be a consultant / principal that you worked with in the past 2 years; one should be a lecturer / tutor from your Medical School and one other.

Note that references are not included in the matching process but referees may be contacted by your prospective employer following allocation to a post and prior to commencement of employment. It is your responsibility to advise referees that they may be contacted for a reference, to ensure that the contact details provided below are correct and, in particular, that the e-mail address provided is current and accessed regularly.

<b>Name</b>	<b>Position / Title</b>	<b>Address</b>	<b>Telephone</b>	<b>E-mail</b>

**Section F – Medical School confirmation of dates of completion and conferral of Medical Degree for applicants from Medical Schools outside the Republic of Ireland due to graduate in 2012**

For completion in English and signature (in hard copy) by the Dean/Head of the Medical School. Electronic signatures will not be accepted.

All applicants graduating in 2012 from Medical Schools outside the Republic of Ireland must scan and submit this signed and stamped page with their application form by email to [appyintern@hse.ie](mailto:appyintern@hse.ie) by 5pm on **Friday 2<sup>nd</sup> December 2011**. The original signed and stamped Section F must be submitted by post to Intern Doctors, National Recruitment Service, Health Service Executive, HR – Services, 20-23 Merchant’s Quay, Dublin 8, Ireland by 5pm on **Friday 9th December 2011**. Applicants should inform themselves of any deadlines that Medical Schools may have for the submission of documentation requiring signature and stamping / sealing in order to avoid any delays in the submission of a completed application. **Failure to complete this form in full and failure to submit this form by the deadlines specified above will render the application incomplete and the application will not be processed further.**

**Applicant’s Details:**

First Name:	_____
Middle Initial:	_____
Last Name:	_____
Name of Medical School:	_____
Address of Medical School:	_____

I hereby confirm that the following is the above-named applicant’s date of completion and date of conferral of their basic medical degree,

**Date of Completion of Basic Medical Degree**

_____
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**Date of Conferral of Basic Medical Degree**

_____
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Signature of Medical School Dean/ Head:

_____
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Printed Name of Medical School Dean / Head:

_____
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Date:

_____
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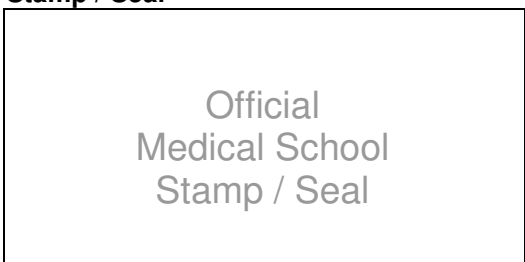
Contact E-mail address for Dean / Head of School’s Office (printed):

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Contact phone number for Dean / Head of School’s Office (printed):

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**Medical School Stamp / Seal**





## Equality Monitoring Form

### (Relates to all candidates)

Candidates please note, this data is for administrative records only, and **does not** form part of the selection process, or any portion of the appointments process.

Candidate Name:

Date of Birth

Nationality

Gender Male:

Female