|  |
| --- |
| APPLICATION FORM **CLINICAL ENGINEERING TECHNICIAN, PRINCIPAL**  **UHKCET00576**  **UNIVERSITY HOSPITAL KERRY** |

**All sections to be completed in full**

Please carefully note the following instructions:

* **Please ensure you fully read and understand the ‘Additional Campaign Information” specific to this campaign that is available on** <http://www.hse.ie/eng/staff/jobs/job_search/>
* Please ensure you **read in full, the instructions for the completion of this application form and complete all areas, including the supplementary questions section, in full**. Failure to complete all areas of the application form may result in you not being brought forward to the interview stage of the selection process. 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.
* Please ensure that your completed Application Form reaches this office Human Resources Department, University Hospital Kerry, Rathass, Tralee or email to [**UHK.Recruitment@hse.ie**](mailto:UHK.Recruitment@hse.ie) no later than **Monday 28th February 2022** **at 5pm.** Applications received after this date and time will not be accepted.
* 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 reach [UHK.Recruitment@hse.ie](mailto:UHK.Recruitment@hse.ie) by the closing date and time**. Applications *will not* be accepted after this date and time, no exceptions will be made.** Applications stored on personal online storage sites, e.g., Skydrive, Cloud, etc. Will not be accepted.
* In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* Please read the Job Specification which provides useful information about the requirements of this post. Please note that the Job Specification is not intended to be an exhaustive list of duties and responsibilities and may be reviewed to reflect the needs of the service.
* All previous employers may be contacted for reference purposes.
* Should you be invited for interview, you may take a copy of your application form with you.
* The Health Service Executive will run this campaign in compliance with the Codes of Practice published 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 available on <http://www.hse.ie/eng/staff/jobs/job_search/>
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognizes its responsibilities under the Data Protection Acts 2003 & 1988 and the Freedom of Information Act 2014.

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

|  |  |
| --- | --- |
| **E-mail:** | [**UHK.Recruitment@hse.ie**](mailto:UHK.Recruitment@hse.ie) |
| **Post:** | **Human Resources Department, University Hospital Kerry, Rathass, Tralee, Co. Kerry** |
| **Closing Date for applications:** | **Monday 28th February 2022 @ 5.00pm** |

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Position Applied For: | **Clinical Engineering Technician, Principal** |
| Campaign Reference No.: | **UHKCET00576** |
| **Personal Details** |  |
|  |  |
| First Name: |  |
| Last Name: |  |
|  |  |
| Postal Address for Correspondence: |  |
|  |
|  |

|  |  |
| --- | --- |
| Mobile Telephone **(mandatory)**: |  |
| Contact Telephone No. 2: |  |

|  |  |
| --- | --- |
| Email Address **(mandatory)**:  (You may provide more than one) |  |
| Drivers Licence*:*  (Please state type & category) |
|  |

**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 |  |
| Public Jobs |  |
| 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 National Framework of Qualifications (NFQ), Level 7 or higher, in **one** of the following engineering disciplines;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline** | **Year of Award** | **College / Educational Institution** | **Name of Course** | **Award** |
| (i.1) Electronic, |  |  |  |  |
| (i.2) Electrical, |  |  |  |  |
| (i.3) Instrument Physics, |  |  |  |  |
| (i.4) Industrial Instrumentation, |  |  |  |  |
| (i.5) Applied Physics, |  |  |  |  |
| (i.6) Mechanical, |  |  |  |  |
| (i.7) Mechtronic, |  |  |  |  |
| (i.8) Biomedical Engineering |  |  |  |  |

**OR**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline** | **Year of Award** | **College / Educational Institution** | **Name of Course** | **Award** |
| (i.1) Electronic, |  |  |  |  |
| (i.2) Electrical, |  |  |  |  |
| (i.3) Instrument Physics, |  |  |  |  |
| (i.4) Industrial Instrumentation, |  |  |  |  |
| (i.5) Applied Physics, |  |  |  |  |
| (i.6) Mechanical, |  |  |  |  |
| (i.7) Mechtronic, |  |  |  |  |
| (i.8) Biomedical Engineering |  |  |  |  |

|  |  |
| --- | --- |
| If your educational award has not been obtained in the Republic of Ireland, have you received **validation** of your qualifications? (see Appendix 1 of Additional Campaign Information for further information).  Please tick appropriate box: | |
| **Yes** | **No** |

**And**

1. Please indicate your five years satisfactory and relevant postgraduate experience in an appropriate medical industrial field. Please note that you must have achieved the 5 years (60 Months) experience no later than the closing date of this competition**.**

**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.

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

\*If it is not clearly evident from the **Title of Post** that it satisfies the eligibility criterion of **Clinical Engineering Technician, Principal** please provide further detail in the box below:

**And**

1. Please indicate your three years satisfactory and relevant postgraduate experience in a clinical engineering environment. Please note that you must have achieved the 3 years (36 Months) experience no later than the closing date of this competition.

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.

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

\*If it is not clearly evident from the **Title of Post** that it satisfies the eligibility criterion of **Clinical Engineering Technician, Principal** please provide further detail in the box below:

**EDUCATIONAL ACHIEVEMENTS**

**Please list your second level and any (additional) third level educational achievements.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **From/To** | **Educational Institution** | **Conferring**  **Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### 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).

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Title** | **Employer** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Detailed Career History- please begin by listing the most recent first:**

|  |  |
| --- | --- |
| **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 all aspects of medical equipment management as relevant to the role, for example specification, tender evaluation, equipment selection, commissioning, maintenance, user training and decommissioning:** | |

|  |  |
| --- | --- |
| **Experience Relevant To The Role – Post Specific Requirements**  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 of the HSE tender procurement processes as relevant to the role:** | |

|  |  |
| --- | --- |
| **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 provision of medical equipment user training as relevant to the role:** | |

**Competency Questions 1 - 3**

**A guide to completing competency 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 1-3. 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 competency 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.**

**This section will be assessed by a board of Senior Managers to consider your experience as it is relevant to the eligibility criteria. Information you provide in this section will be used as part of a shortlisting exercise and may be discussed in more depth at interview, should you be called to one.**

* **Please provide clear, detailed answers that demonstrate the depth and breadth of your experience in each area below, reflective of the requirements of this post.**
* **Each section below must be completed. As you complete each section we recognise there will be an overlap in the employer and date periods.**

|  |
| --- |
| 1. **Planning and Organising**   It is important that the Clinical Engineering Technician, Principal demonstrates the ability to plan and prioritise their workload effectively. Within this s/he must have the ability to pre-empt potential problems or competing priorities and take appropriate action to ensure service standards don’t suffer. S/he must demonstrate flexibility and adaptability in response to workforce demands and can plan and organise work accordingly whilst also managing his/her team.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **2. Building and Maintaining Relationships including Teamwork & Leadership Skills**  The effective Clinical Engineering Technician, Principal demonstrates the ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working.  S/he demonstrates the ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment. S/he demonstrates the ability to manage the team by example, coaching and supporting individuals as required. S/he demonstrates flexibility, adaptability and openness to working effectively in a changing environment.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area* |
|  |
| **3. Commitment to Providing a Quality Service**  The Clinical Engineering Technician, Principal is adaptable and open to change in striving to ensure high standards in the service of today. S/he ensures that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times. S/he monitors and reviews his/ her own work to ensure its quality and accuracy and also the work of the team s/he is managing.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

**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 professional 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.

|  |  |  |
| --- | --- | --- |
| 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. | | |