ST. VINCENT'S UNIVERSITY HOSPITAL
Elm Park

Web Recruitment

External Applicants: How to Apply

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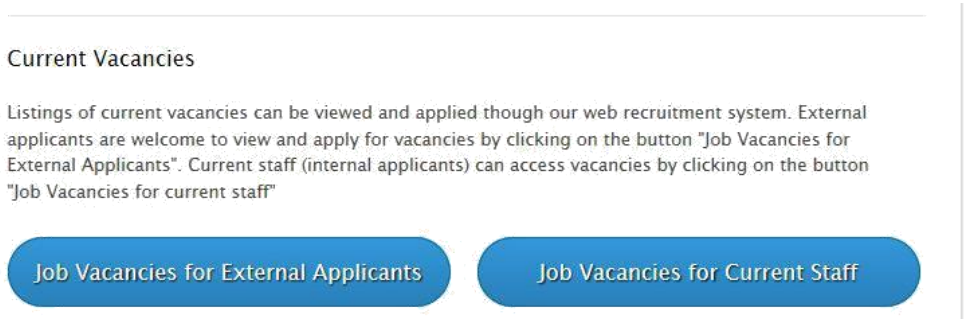
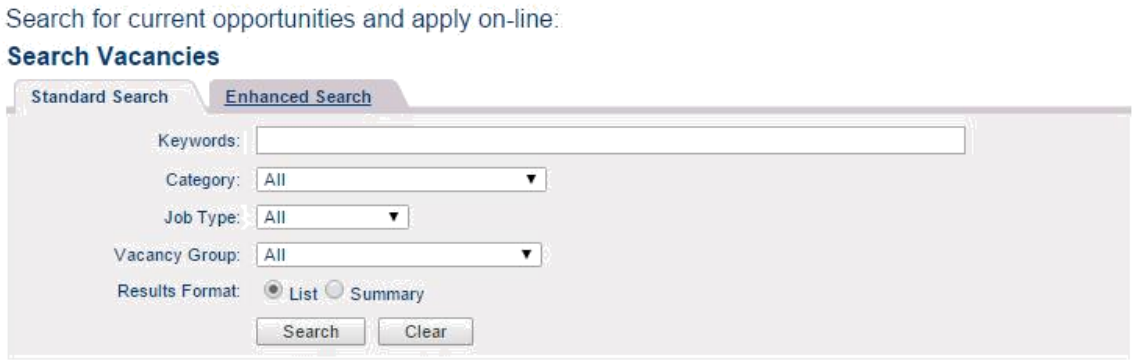
External Applicants: How to Apply

1. Where can I see what positions are advertised?

All open vacancies can be accessed on the SVHG recruitment website. This can be accessed visiting the hospital careers pages: http://www.stvincents.ie/Home/Careers.html



External applicants can visit the Web Recruitment page by selecting the 'Job Vacancies for External Applicants' Option.



2. Registering an Account

In order to apply for positions, applicants must register an account on the recruitment website. You will need to complete the application form by entering a username, your personal details and your contact information. Click on the 'Registration' tab to complete the required information.

3. Logging into your Account

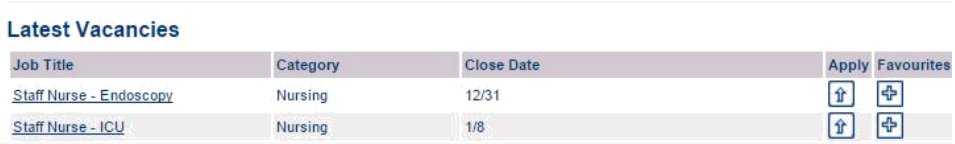
Once you have completed the registration form, you will receive a temporary password to the email address you have provided. You will need to use this temporary password the first time you log into your account.

On your first login, you will be prompted to change your password to a private password – you will then use your private password every time you login.

4. How can I learn about open positions at SVUH?

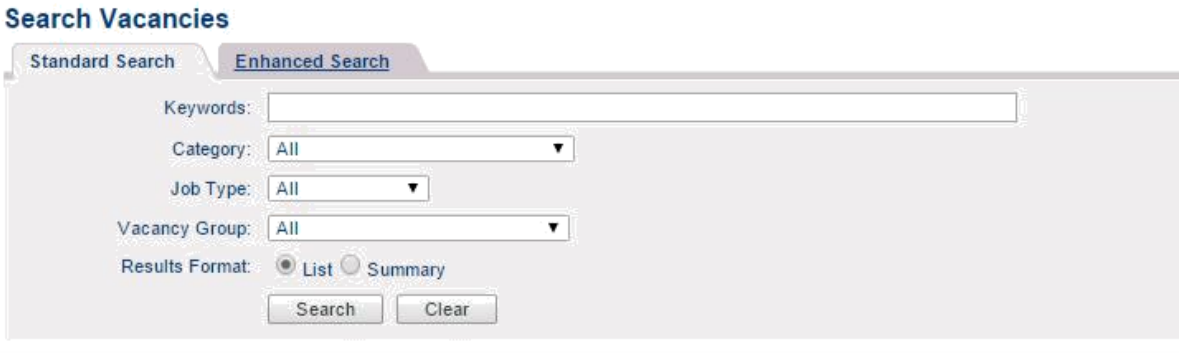
All open positions (both temporary and permanent) are posted on the recruitment website. To learn more about current job openings, please visit: Recruitment Website

Positions that are currently being recruited will appear in a list, as below:



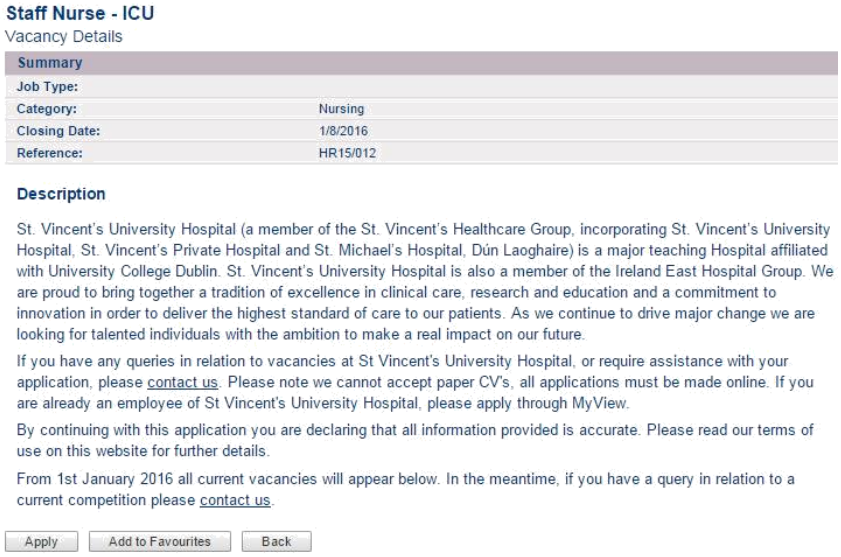
5. How can I search for certain types of positions?

You can narrow down the list of vacancies that are displayed by searching for specific types of positions; for example search by keywords, job category and vacancy group.



6. How do I find out more information about a listed vacancy?

Click on the title of a position of interest to you. You will be brought to a screen providing details about the position.



Staff Nurse - ICU

Vacancy Details

Summary	
Job Type:	
Category:	Nursing
Closing Date:	1/8/2016
Reference:	HR15/012

Description

St. Vincent's University Hospital (a member of the St. Vincent's Healthcare Group, incorporating St. Vincent's University Hospital, St. Vincent's Private Hospital and St. Michael's Hospital, Dún Laoghaire) is a major teaching Hospital affiliated with University College Dublin. St. Vincent's University Hospital is also a member of the Ireland East Hospital Group. We are proud to bring together a tradition of excellence in clinical care, research and education and a commitment to innovation in order to deliver the highest standard of care to our patients. As we continue to drive major change we are looking for talented individuals with the ambition to make a real impact on our future.

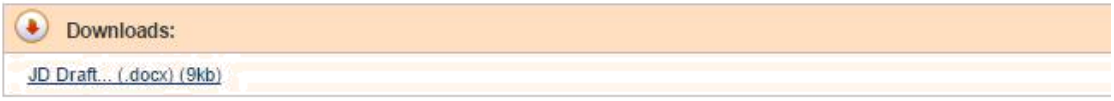
If you have any queries in relation to vacancies at St Vincent's University Hospital, or require assistance with your application, please contact us. Please note we cannot accept paper CV's, all applications must be made online. If you are already an employee of St Vincent's University Hospital, please apply through MyView.

By continuing with this application you are declaring that all information provided is accurate. Please read our terms of use on this website for further details.

From 1st January 2016 all current vacancies will appear below. In the meantime, if you have a query in relation to a current competition please contact us.

Apply | Add to Favourites | Back

You can click on the PDF underneath the description of the position to read the full Position Description. You can save this document for future reference.



Downloads:

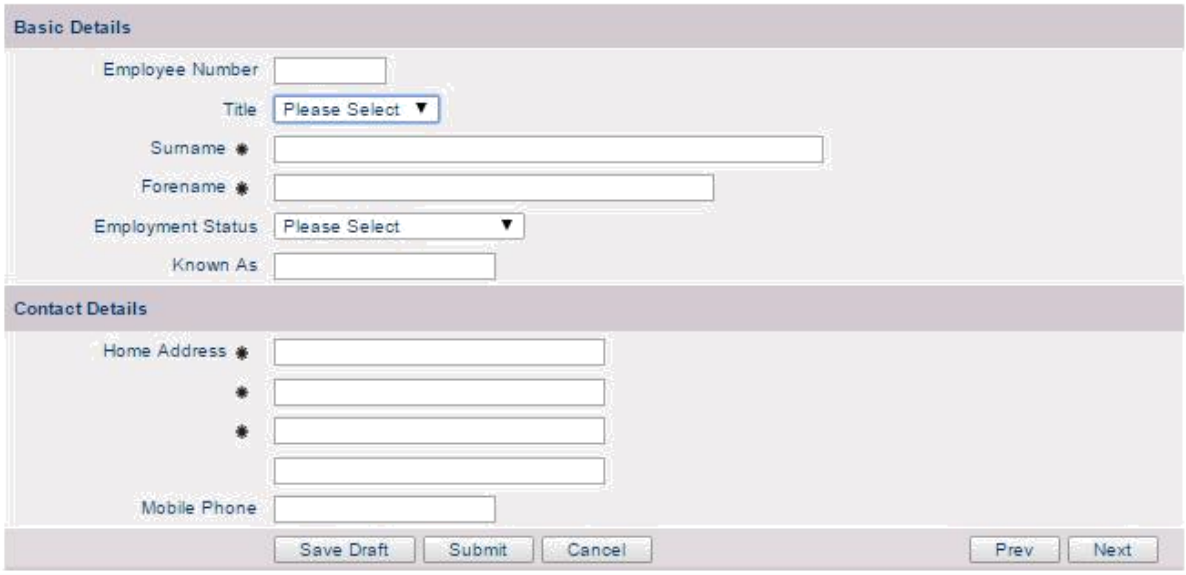
JD Draft... (.docx) (9kb)

7. How do I apply for a position?

If you are interested in applying for a position, click 'Apply' under the vacancy description.

An application form will open up – there are 4 pages to complete in the application form.

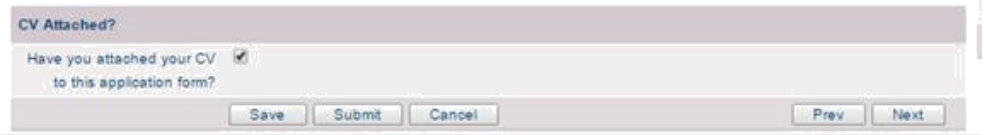
Page 1: Contact Details
This will display the personal information that you entered on your registration form (such as home address and contact details). If you wish to update this information, you can edit this screen.



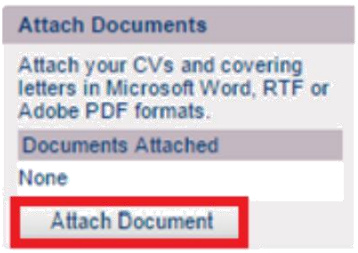
Click 'Next' and you will be brought to the next page of the application form.

Page 2: Have You Previously Worked in St. Vincent's University Hospital?
Select either Yes or No from the dropdown menu

Page 3: CV Attached?
Please confirm you are attaching your CV (and cover letter if applicable) to your application.



<u>How do I attach my CV to my application?</u>
In the right hand panel of the application form, you will see a section titled 'Attach Documents'. This is where you attach your CV and any other supporting documentation.

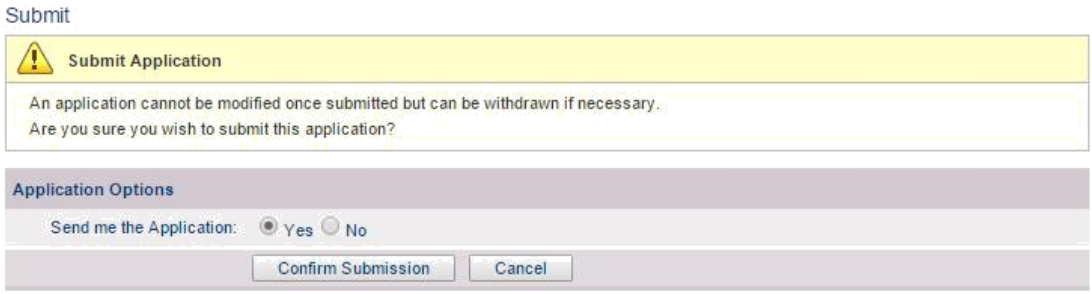


When you click 'Attach Document', you will be able to browse files on your computer and upload the relevant document. Click 'Choose File' in order to search the files on your computer.

Page 4: Declaration

When you confirm you are attaching your CV to your application, please click 'Next' to be brought to the 'Declaration' page. Please read this declaration and check the box if you are happy to proceed.

When you are happy to proceed with your application, please click the submit button. You can choose to receive a copy of the four pages of your application via email:



When you click 'Confirm Submission', your application will be submitted for the position. You will receive an automated email confirming your application has been received.

8. What happens after I have applied for a position?

The next correspondence you will receive will occur when there is an update in the status of your application. Please log in regularly to get the most up-to-date information on the status of your application and the vacancy recruitment process. Please also ensure you regularly check your email as you will receive correspondence via email whenever there is an update on the status of your application.

*******Please find Frequently Asked Questions outlined below*******

Frequently Asked Questions

1. What can I use Web Recruitment for?

You can use Web Recruitment to carry out a range of tasks, including the following:

- Search for job vacancies, and customise search results.
- Save searches to reuse the search criteria for other job searches.
- Edit and maintain your user profile, the details of which help to speed up the job application process.
- Add vacancies to a shortlist.
- Apply for jobs.
- Attach documents (such as a CV or supporting information).

2. Your Application

You can apply online to any current vacancies [https://svhg.recruitment.northgatearinso.com/pnrl/].

3. Can I apply to St. Vincent's University Hospital speculatively?

No. You can only apply for positions that are actively being recruited. All active positions will be listed on the recruitment website.

4. Can I save the search criteria for positions I am interested in?

Yes. If you do not see a position that you wish to apply for, you can register an account and save the search criteria you are looking for. You can click back into this search at any future date – if there are any positions being recruited in the area when you review your search, they will be displayed.

5. Can I submit a printed copy of my CV to the HR team?

No. All applications for vacancies must be made through our online application process. The Recruitment Website can be accessed from any computer, and there is a public computer available for use located in the HR Portacabin in St. Vincent's University Hospital. A member of the HR Business Services team will be available to assist applicants who require support in making their online application.

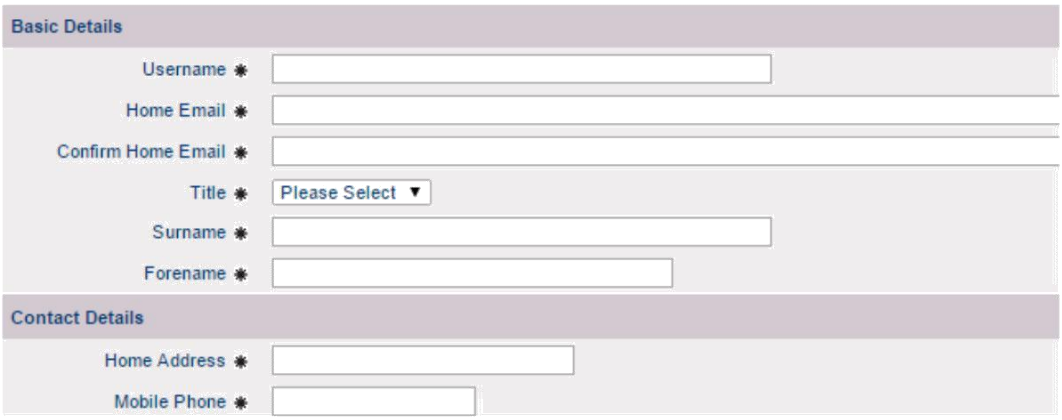
6. Can I apply more to more than one position?

Yes. Please apply to each position of interest. Your application will be considered against each job you apply for.

7. How will I know what stage my application is at?

You can see the status of your application at any time by logging into your account on the recruitment website. This always displays the most up-to-date information regarding your application. You can click into each of your applications on the panel on the right hand side of the recruitment homepage under 'Your Applications'.

The Recruitment Team will also contact you with updates throughout the recruitment process - the email address and phone number you provide when you register will be used to contact you.



8. How will I know if I am selected to participate in the interview process?

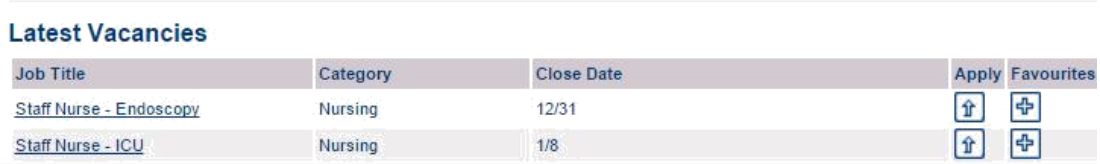
Your CV and application will be reviewed and considered for each position you apply for. If your qualifications and experience level are aligned with the requirements of the position, you will be invited to attend for interview.

At this stage you will receive an email from the Recruitment Team confirming the date and time of your interview.

If you are not shortlisted for a vacancy that you have applied for, you will receive an update email from the Recruitment Team.

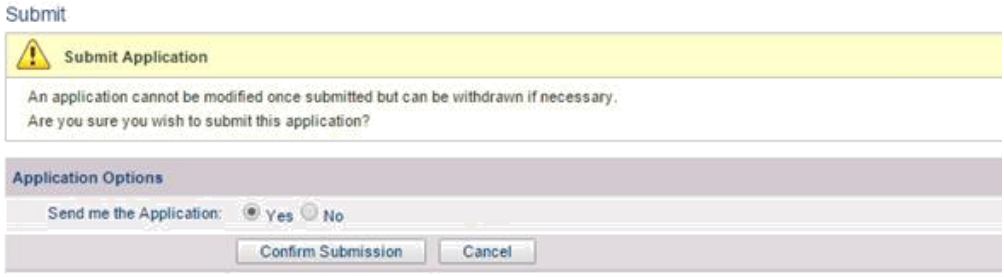
9. At what point will I be able to view vacancies?

As soon as a position is advertised, you will be able to view it online and apply through the website [https://svhg.recruitment.northgatearinso.com/pnrl/]. A Job Description will be attached to all advertisements. The close date for applications will also be displayed on all vacancies.



10. Can I print my online application?

Yes. You will be asked if you would like to be emailed a copy of your application. If you choose to receive this via email, you will be emailed a copy of your application in a PDF document. You will then be able to save and print this document.



11. How will I know if my application for a position has been received?

You will receive an automated email confirming your application has been received. This will be sent from donotreply@svhg.ie. It is not possible to reply to this email address.

12. How can I apply for a position if I do not have access to a computer?

There is a computer located in the Reception area of the HR Portacabin in St. Vincent's University Hospital. You can use this computer to apply for positions, and members of the Recruitment Team will be available to assist you with this process if necessary. Please contact Recruitment Reception on 01 221 6016 if you would like to enquire further about this service.

13. Who can I contact if I have any queries regarding the Recruitment Process?

If you are applying for a Consultant or NCHD position and have a recruitment query, please contact the Medical Workforce Division by email medicalrecruitment@svuh.ie or phone +353 (1) 221 6044.

For all other recruitment queries, please contact Human Resources Business Services by email (recruitment@svuh.ie) or phone (+353 (1) 221 6062).

14. Is the online Recruitment Process secure?

When you register, your account is password protected and extremely secure. However, as with any confidential information, we recommend that you exercise caution while accessing your recruitment account via a shared computer.

15. In addition we advise that you take the following security precautions:

- Do not leave your Recruitment Account logged in on a public computer – log off each time you are finished with the site or leaving a public computer for any period of time
- Do not share your password - with anyone
- Change your password regularly

16. How often can I log into my recruitment account?

As often as you like.

17. Can I save my application if I need to leave mid-way through my application?

Yes. You can save your application mid-way through, and return to complete your application at a later time. The position will remain available on the website until the close date that is specified on the ad.

18. How is my personal data protected?

The data is stored on the Hospital's provider's secure data centre which is compliant with the Data Protection Acts and data protection principles. Access to your recruitment account is password protected. Applicants should not share their passwords.