



Group Recruitment and Retention Office  
1<sup>st</sup> Floor,  
Clinical & Administration Block A,  
Merlin Park University Hospital, Galway  
Tel: 091 731952 / 731504  
Email: [resources.human@hse.ie](mailto:resources.human@hse.ie)  
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Ref: CM/SG

9<sup>th</sup> September 2025

**PRIVATE & CONFIDENTIAL**

Ms Adithya Ravarikandy  
11 Hillcrest  
Kinsale  
Co Cork  
P17 D621

**Re: Post of Staff Nurse, (General), Galway University Hospitals.**

**Working Hours: 37.5 per week**

Dear Ms Ravarikandy,

Thank you for attending interview for the above recruitment campaign and I am delighted to inform you that you have been successful. I enclose for your information a copy of your individual marking sheet for the post. We are now in a position to invite you to proceed to the next stage of the recruitment process (pre-employment clearances) for the above post. In this regard I am pleased to inform you that the processing of paperwork will commence in respect of reference checks, medical, Garda clearance etc. It should be noted that no contractual obligation is formed by this correspondence. If you are currently in employment, I would advise that you **do not hand in your notice at this time.**

**Please return the required documents outlined below by 19<sup>th</sup> September 2025 or earlier if possible as this will ensure the timely processing of same.**

- **MEDICAL FORM** (please complete attached form) - Return directly to Occupational Health Department, University Hospital Galway, email: [occupational.healthUHG@hse.ie](mailto:occupational.healthUHG@hse.ie)

**GARDA VETTING FORM.** Please complete the NVB1 and return via Rezoomo along with photographic ID and Proof of Address, please ensure current address is the same as on vetting form and consent box is ticked. Please ensure that name details provided on the NVB1 are the same as those on your Photographic ID. The Garda Vetting Liaison Office will send you a link to complete the E-Vetting stage, please ensure you check your Junk/Spam Folder for this email.

- **SATISFACTORY OVERSEAS CLEARANCES** (If you have resided abroad in any country for over 6 months – you will need to provide a separate Police Clearance Certificate for each country ) see attached
- **Valid Work Permit (If Applicable)** Please advise if critical skills permit is required this may take up to 8 /10 weeks from start date agreed
- **Completed verification of service form(s)** if applicable to be completed and stamped by all relevant previous and current employments as this will affect payscale if not provided. Incremental credit will be applied for recognised relevant service in Ireland and abroad.

- **Completed and signed Statutory Declaration, General Declaration, Policies & Confidentiality forms (Blank forms enclosed. Return via Rezoomo)**
- **Copies of all qualifications listed on your application form**
- **Copy of Birth Cert**
- **Copy of passport**
- **2025 NMBI Registration**
- **Completed HR101 Form (Please complete attached form)**
- **References** – The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. Please note the HSE reserves the right to withdraw a 'recommendation to proceed' if not fully satisfied with all aspects in this regard. References are required from an appropriate, direct line manager(s) who had clinical/ professional responsibility/ accountability for your supervision during the employment(s). **Please complete attached referee details template.**

**Subject to all documents being received and satisfactory, when would be the earliest you could take up role?**

#### Advisory Notes

As you can appreciate, it is very important that all candidates are treated in the same manner, applying the same conditions and timescales etc. In order to ensure transparency and probity in our recruitment process, I would like to highlight to you the following conditions so that you fully understand the process.

No contractual obligation is formed by this correspondence. A contract of employment is only valid when received in writing and signed by both parties (i.e. candidate and HSE).


**All HSE positions are subject to budgetary restraints, satisfactory references, security clearances, medical and potentially other clearances, which will be sought by the Group Recruitment & Retention Office. The HSE must be satisfied that it has a full and comprehensive suite of references/clearances which assures it that the candidate is suitable for appointment for the post. The HSE reserves the right to withdraw a recommendation to proceed if not fully satisfied with all aspects of the clearance process. The HSE determines the merit, appropriateness and relevance of references/clearances.**

Providing all of the required information via Rezoomo will most effectively help us achieve our aim of making this process as efficient as possible for you.

Should you have any queries in relation to this, please do not hesitate to contact me on 091 731952.

I look forward to hearing from you.

Yours sincerely

  
Colette Murray  
Group Recruitment & Retention Manager



**Post: Staff Nurse (General), GUH  
INTERVIEW MARKING SHEET  
Private & Confidential**

<b>Candidate Name:</b> Adithya Ravarikandy	<b>Candidate Number</b> 4
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SELECTION CRITERIA	MAXIMUM POSSIBLE MARK	MINIMUM ACCEPTABLE MARK	CANDIDATE MARK
<b>Skills/ Competencies/ Knowledge*</b>	100	40	
<b>Planning &amp; Organising Skills</b> <i>Summary Comment</i>  <i>Some evidence presented</i>			47
<b>Building &amp; Maintaining Relationships</b> <i>Summary Comment</i>  <i>Reasonable evidence presented</i>			50
<b>Commitment to Providing a Quality Service</b> <i>Summary Comment</i>  <i>Some evidence presented</i>			43
<b>Knowledge &amp; Experience Relevant to the Role</b> <i>Summary Comment</i>  <i>Some evidence presented</i>			48
<b>Communication/Interpersonal Skills – Globally assessed</b> <i>Summary Comment</i>  <i>Reasonable evidence presented</i>			55
<b>Total Candidate Mark</b>	<i>*Scores at or above minimum acceptable mark in each criteria area are needed to qualify</i>		243

Interview Board- Please sign and date below:

<i>M Janelle</i>		
(Chairperson) 27/08/2025	(Board Member)	(Board Member)

Competition Name	Staff Nurse (General), GUH	Competition Date	27/08/2025
Advert Reference No.	SNGUH	HSE Area	HSE West & North West Regional Area

