



Health Service Executive,
National Ambulance Service,
HR & Payroll Unit,
Unit 5 The Second Floor,
Clonminch Hi Technology Park,
Tullamore,
Co. Offaly,
R35 A2Y4

Notice NAS Staff

Re Staff Transfers (Policy NASWS015)

All grades of staff encompassed under Staff Transfer Policy (NASWS015) are advised that the Transfer window will open for applications from Monday 19th May 2025 to Midnight 15th June 2025. One can submit their application form via secure web link or by requesting and submitting physical application (by exception) by email to nashr@hse.ie or by post to the address above to arrive **no later than midnight on 15th June 2025**. Applications under the above policy will not be accepted after the closing date.

Please note the following:

- It is important to note that all grades encompassed by the transfer policy **must** make a new application.
- Please read the attached policy document, before applying for panelling on the national transfer database.
- NAS HR is transitioning the staff transfer application process from a paper format to an online Smart Survey (application process).
- The smart Survey can be accessed on any device via this secure link:
<https://surveys.hse.ie/s/NASTransfer/>
- HR will assist with any technical issues or help required in completing the online form as needed.

All offers will be in accordance with the criteria set out in the policy. We intend to produce one list which will be valid for staff transfers from 30th June, 2025 to 11th January, 2026. Therefore, no changes to preferences etc. will be valid or applied from 30th June, 2025.

IMPORTANT

With anticipated recruitment activity this year, all persons with a profile on the national transfer database must notify NAS HR of changes to their Grade or Clinical Qualification immediately, so this can be recorded for transfer purposes.