



Guidance document for completion of Application Form 2021

Please read the following carefully.

1. The Basic Specialist Training 2021 application form is an **online application form**.
2. In order to complete the form you must enter a Gmail email address. Should you not have an existing account you will need to create one.
3. Applications received by post or by email will not be accepted.
4. Before completing an application form, applicants should refer to the selection scoresheet which is available on the ICO website. Applicants should note that points cannot be duplicated, it is therefore advisable to decide your responses in advance.
5. Please ensure that you allow yourself sufficient time to complete this application and that it is submitted in a timely fashion.
6. All supporting documentation (with the exception of reference forms) should be gathered in advance and must be uploaded to the online application form.
7. All supporting documentation must be clearly labelled with the applicants name, the section to which it relates and the title.

For example:

Jane Smith_ Publication 1A_Ophthalmology

Jane Smith_ Publication 1B_Eye Anatomy

8. Documentation submitted after an application form has been submitted or preceding the closing date, **Friday 4th December 2020**, will not be accepted.ⁱ
9. Under 'Section 3: Education', exam results / degrees / academic distinctions etc. documents which are received from a non-English speaking college must be translated into English and certified.
10. The completed application form must be signed where necessary and submitted **electronically as one document**.
11. It is the responsibility of the applicant to ensure that reference forms are submitted to the Training Programme Manager by **Friday 11th December 2020**. Documents received after that date will not be scored at shortlisting.

Should you have any difficulty in completing the application form or require assistance please contact the ICO Training Programme Manager, rebecca.martin@eyedoctors.ie

ⁱ *Exceptions to this are:

1. Acceptance of publications / presentations and 2. Completion of courses, where the deadline will be the day of the short-listing. 3. Passing of Part 1 FRCOphth UK where the deadline will be the day of the shortlisting / interview.