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|  | **Open Recruitment Competition for appointment to the position of****General Operative Band 3 (Rural)** **in the Mallow National Monuments District****Competition Reference: 2022/045****Closing Date: 5:30pm on Thursday, 6th October 2022.** |
| **Application Form**Please complete this application form, accurately and comprehensively, providing as much information as possible on your relevant skills, competencies and experience. This form must be completed and sent, with copies of the required documentation, by the closing date to the Email address: **recruitment@opw.ie****.****As all correspondence from Recruitment will be via email, it is your responsibility to ensure that you monitor the email account provided below on this application form. Please check your spam or junk folder regularly as some email providers may automatically move the email there.****We cannot accept documentation from external drive sites (e.g. Google Drive, OneDrive, Dropbox).****Documentation should be attached in Word, PDF or Jpeg format.**

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| Forename: |  |  |  |
| Surname: |  |  |  |
| Home Address: |  |
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| Eircode: |  |  |  |  |  |  |  |  |  |  |  |
| Home Phone: |  |  |
| Mobile Phone: |  |  |
| email Address: |  |  |

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| Essential Eligibility Requirements (at the closing date) (tick as appropriate and submit copies with your Application Form). |
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| Current clean manual driving licence (Category B & W)\*1,2 |  | Expiry date |  |  |  |  | **2** | **0** |  |  |
|  |
| Current Safe Pass Card\*\* |  | Expiry date |  |  |  |  | **2** | **0** |  |  |
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| **When submitting this completed application form it is necessary for you to provide:**1. A clear copy of **both sides** of your driving licence.
2. A clear copy of **both sides** of your current safe pass card.

***Note:*** *\* (1) If your Irish driving licence is restricted to driving cars with an automatic transmission only (denoted by the code 78 appearing on the licence), you are not eligible.**(2)From 1 January 2021 if you are resident in Ireland and hold a UK/NI driving licence it is no longer valid to drive on here in Ireland. It is not legal for driving purposes and must therefore be exchanged. It is vital that you have a valid driving licence and that you are legally allowed to drive in Ireland by exchanging a UK/NI licence for an Irish driving licence. Further information available on:* [*www.ndls.ie*](http://www.ndls.ie)***Note****:\*\* Where a current safe pass card is not available, proof of successful completion of the Safe Pass Course prior to the closing date will be accepted.* *Safe Pass extensions during COVID-19. During COVID-19, special*[*contingency measures*](https://dbei.gov.ie/en/Legislation/SI-No-102-of-2020.html)*allowed expired Safe Pass registration cards (cards that had expired after 1 March 2020) to remain valid. This measure came to an end on 13 October 2021, following the publication of*[*SI 528 of 2021 (pdf)*](https://www.irishstatutebook.ie/eli/2021/si/528/made/en/pdf)*.* *If your Safe Pass registration card expired between 1 March 2020 and 31 October 2020, it is deemed valid for 71 months from the date you completed the programme.**If your Safe Pass card expired between 1 November 2020 and 13 October 2021, it is deemed valid for 62 months from the date you completed the programme.***Failure to provide documentation will lead to disqualification from the competition**. |
| Education and Training – Please list your education, training, qualifications, and achievements, which you feel are relevant to the post. Include relevant courses, which you are currently undertaking, or courses/training which did not lead to a qualification but which you feel are relevant to the advertised post. If called to interview, you may be required to provide evidence of these. |
| **Name of school/college/ university/training provider** | **Course/training programme title** | **Qualification/ Level** | **Date gained** |
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| Employment Record – Please begin with your most recent employment and list employers and position of employment to cover all periods of employment. |
| **From** | **To** | **Employer Name & Address** | **Position Held** |
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| Employment Record - Please expand, as appropriate, on specific areas of responsibility. This should include details of relevant experience, achievements or expertise that you feel demonstrate your ability to meet the challenges of the advertised post. |
| **Employer:** |  |
| **Address:** |  |
| **Job Title:** |  | **From:** |  | **To:** |  |
| **Details of duties, responsibilities, etc.** |
| **Employer:** |  |
| **Address:** |  |
| **Job Title:** |  | **From:** |  | **To:** |  |
| **Details of duties, responsibilities, etc.** |
| **Employer:** |  |
| **Address:** |  |
| **Job Title:** |  | **From:** |  | **To:** |  |
| **Details of duties, responsibilities, etc.** |
| Please state and provide examples of any other relevant experience you have of (i) general operative duties such as those listed on the Job Description; (ii) any building, garden and grounds maintenance work, driving and machine operation experience; and (iii) Health & Safety at work. |
| General Operative  |
| Building, garden and grounds maintenance work. Driving and equipment operation |
| 1. **Provide examples from your work experience demonstrating your awareness of and application of health and safety requirements at work**
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| References – Please provide details in full of two referees who should be previous or present employers or, if it is not possible for you to nominate employer referees, people who have formally supervised your work or training. Referees should not be related to you or be OPW present or former employees. The OPW will only contact referees upon consideration of an offer of appointment. |
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| Name |  | Name |  |
| Address |  | Address |  |
|  |  |  |  |
| Occupation |  | Occupation |  |
| Tel No: |  |  | Tel No: |  |  |
| Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Applicant Declaration |
| I hereby declare that the information furnished in this application is accurate. I give my permission for enquiries to be made, as appropriate, to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to the OPW for that purpose.  |
| Name: |  | Date: |  |  |  |  | **2** | **0** | **2** | **2** |
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| Notes for Candidates |
| Before you return this application form to OPW HR Management (Operational) Division, please ensure that you have completed all sections of the form.* Have you attached
* A copy of **both sides** of your driving licence?
* A copy of **both sides** of your Safepass card?
* Have you Included a copy of employment permit?

(if applicable)* Misstatements render an applicant liable to disqualification.
* Other than the copy of your driving licence (which will be used for identification purposes if you are appointed to a position), and the copy of your safe pass card (which will be retained on your operational records if you are appointed to a position), the personal data supplied by you on this application form will be used only for the purpose of this competition. Information held is subject to the rights and obligations set out in the Data Protection Acts and Regulations.
* **Please send your completed application, with copies of the required documentation, by email to:** **recruitment@opw.ie**

**to be received not later than 5:30pm on Thursday, 6th October 2022..** Applications received after the closing time and date will **not** be considered for this competition.* **It is the applicant’s responsibility that the application form is received at the above email address before the closing date and time.**

* **As all correspondence in relation to this competition will be via email, it is your responsibility to ensure that the email account provided on the application form is monitored and any changes to contact details should be notified with the competition reference number to** **recruitment@opw.ie** **as soon as possible.**
* **Postal and hand-delivered applications will not be accepted**
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| **The Office of Public Works will not be liable for any costs incurred in applying for the position and/or attending an interview** |
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| **The Office of Public Works is committed to a policy of equal opportunity** |
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| **Please note that canvassing will disqualify** |