

OPEN COMPETITION FOR PERMANENT HEAD GUIDE
INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

The application form must be completed in full and should be typed. Handwritten applications **will not** be accepted.

SECTION 1 – NAME, ADDRESS AND CONTACT DETAILS

In this section, the candidate is asked for routine personal details relevant to their application. In addition, it is essential that the candidate ticks whether they have a Full Category B driving licence.

Along with a verification check on whether you meet the eligibility requirement to have a full Driving Licence, the copy of your Driving Licence will be used to verify your identification, should you be offered an appointment to the advertised position.

SECTION 2 – RELEVANT EDUCATIONAL DETAILS/QUALIFICATIONS

In this section, supply details of any relevant courses you have completed. If successful in your application, you will be asked to supply documentary evidence in support of your qualification(s) by providing copies of degrees, diplomas, certificates etc. Offer of a contract will be contingent on verification of your qualification(s).

SECTION 3 – LANGUAGE PROFICIENCY

In this section, the candidate should tick whether they have fluency in English and/or Irish.

SECTION 4 – DETAILS OF PREVIOUS AND CURRENT EMPLOYMENT

In this section, the candidate may provide details of their previous and current employment.

SECTIONS 5 TO 9 - AREAS OF ASSESSMENT

In these sections, provide a specific example of :

- previous guiding work experience
- details of any education or ecological programmes you have been involved in or implemented
- situation where you demonstrated customer service/retail sales skills
- situation where you demonstrated management or supervisory skills.
- situation where you solved a problem using your own initiative.

The information provided here will be used to assess the candidate during the shortlisting (if applicable) and the interview process.

Candidates are asked **not** to use the same example to illustrate more than two Areas of Assessment.

Candidates are required **not to exceed** the space allowed in the boxes.

For each of the chosen examples, please include the following:

The nature of the task, problem, situation or objective

What **you** actually did and how **you** demonstrated the skill/quality

The outcome or result of the situation.

SECTION 10 – OTHER INFORMATION TO SUPPORT YOUR APPLICATION

In this section, the candidate may provide other information to support their application. This may include details of interest and achievement which contribute to their suitability for appointment to the position of Permanent Visitor Guide.

SECTION 11 – SPECIAL ACCOMMODATIONS

In this section, if you require special accommodations at interview please specify the requirements in the box provided.

SECTION 12 – CANDIDATE'S DECLARATION

By signing the application, candidates are verifying that the information given in the application is accurate.

SECTION 13 – REFEREES

In this section, please submit name and address of two referees. Referees should not be related to the candidate and should ideally be present or previous employers if applicable. Please note that referees will only be contacted if the candidate is successful at interview

SECTION 14 – CHECKLIST

In this section, check that all the boxes are ticked and that you have provided a copy of **both sides** of your Driving Licence.