



## Open Recruitment Competition

- (a) Craft Gardener at Garinish Island, Co. Cork (one permanent position)
- (b) Craft Gardener at Fota Arboretum & Gardens, Co. Cork (one fixed term position for four months)

Competition Reference: 2017016

Closing Date: 5:30pm on Tuesday, 18 April 2017.

### Application Form

Please complete this application form accurately, giving as many relevant details as possible of your skills and experience. A short-list of candidates to be invited to competitive interview will be prepared on the basis of information furnished on this form. It is therefore in your best interests to provide as much relevant information as possible including demonstrating relevant skills and experience to support your application.

This form must be printed out, signed, dated and returned (hard copy only) by the closing date to the postal address given at the end of the form.

Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Contact No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Please tick the relevant box below to indicate which position you are applying for: -**

- |   |                          |
|---|--------------------------|
| (a) Craft Gardener position at Garinish Island (permanent)                          | <input type="checkbox"/> |
| (b) Craft Gardener position at Fota Arboretum & Gardens (fixed-term of four months) | <input type="checkbox"/> |

#### 1. Essential Eligibility Requirements (tick as appropriate)

- |  |                          |
|--|--------------------------|
| Bachelor of Science in Horticulture (Hetac Level 7), or its equivalent | <input type="checkbox"/> |
| Minimum of 1 years' experience as a Craft Gardener                     | <input type="checkbox"/> |

**When submitting this completed application form it is necessary for you to provide:**

- A copy of your Bachelor of Science in Horticulture (Hetac Level 7), or its equivalent.

**Failure to provide documentation will lead to disqualification from the competition.**

2. **Employment Record - Please begin with your most recent employment (including the OPW) and describe the main duties and responsibilities of your post. Please expand, as appropriate, on specific areas of responsibility. This can include details of relevant experience, achievements or expertise that you feel demonstrate your ability to meet the challenges of the advertised post.**

<b>Employer:</b> _____																	
<b>Address:</b> _____																	
<b>Job Title:</b> _____																	
<b>From Date:</b> <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									<b>To Date:</b> <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
<b>Details of duties, responsibilities, etc.</b>																	

  

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<b>Details of duties, responsibilities, etc.</b>																	



- 4. Please provide details of any previous work experience which you consider relevant to the role of Craft Gardener based on the duties and skills as set out in the job description.**

- 5. Please detail specific experience you hold in working with a plant collection or walled garden in a public park.**

**6. Please outline your experience of (a) supervising staff and (b) dealing with members of the public. Please provide examples of your qualities in this regard.**

**7. A key responsibility of the role of Craft Gardener in OPW is ensuring that the site conforms fully to Health and Safety requirements. Please detail your experience with regard to projects you have worked on, documenting techniques and procedures you followed, in particular, regarding the Health and Safety management of the project.**

**8. References – Please provide details in full of two referees who should not be related to you. Ideally referees should be previous or present employers. The OPW will only contact referees upon consideration of an offer of appointment.**

Name: _____	Name: _____
Address: _____	Address: _____
Occupation: _____	Occupation: _____
Contact No: _____	Contact No: _____

**9. Applicant Declaration and Signature of Applicant.**

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.

Signature: \_\_\_\_\_ Date: 

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**10. Notes for Candidates.**

- Before you return this application form to Industrial Personnel, please ensure that you have clearly indicated the position you are applying for and that you have completed all sections.
- Have you attached a copy of your Horticultural qualification?
- Have you signed and dated the form above?
- Please **do not** forward a curriculum vitae or any certificates not requested for this application, as they will not be taken into consideration in any short-listing process.
- Misstatements render an applicant liable to disqualification.
- 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, 1988 & 2003.
- **Please return your completed and signed application (hard copy only) to:**  

**Margaret Stafford  
Industrial Personnel Division  
OPW Head Office  
Jonathan Swift Street  
Trim  
Co Meath**

**to be received not later than 5:30pm on Tuesday, 18 April 2017**
- **Email applications will not be accepted**

**The Office of Public Works will not be liable for any costs incurred in applying for the position and/or attending an interview**

**The Office of Public Works is committed to a policy of equal opportunity**

**Please note that canvassing will disqualify**