

Application Form



Open Recruitment Competition for

Safety Officer

in the

**National Monuments Service (3 positions)
Office of Public Works**

Competition Reference: 2018044

Closing Date: 5:30pm on Thursday, 24th January 2019.

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, signed, dated and returned by the closing date to the postal address given at the end of the form. Email applications will not be accepted for this competition.

Forename: _____

Surname: _____

Home Address: _____

Eircode:

Home Phone: _____

Mobile Phone: _____

email Address: _____

When submitting this completed application form you must provide:

- A clear copy of your certificates of relevant qualifications in occupational health and safety
- A clear copy of your Driving Licence, back and front

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

1. Preferred base area(s)

Please specify by ticking the appropriate box(es): (you may select more than one)

Dublin City and County

Counties Sligo, Mayo, Donegal, Leitrim

Counties Cork, Kerry and Limerick

Counties Kilkenny, Wexford, Waterford

Counties Galway, Clare, Roscommon, Offaly, Westmeath, Longford

Counties Meath, Louth, Kildare and Wicklow

2. 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

3. **Employment Record - Please begin with your most recent employment (incl OPW, if applicable) 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.**

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.					

4. Please provide details of any previous work experience which you consider relevant to the role of Safety Officer based on the requirements, duties and skills as set out in the job description

5. Provide details and examples of any project management experience you may have that demonstrate your management, organisational and planning skills in addition to your commitment to quality results. In relation to projects that you have worked on, please refer to techniques and procedures that you followed.

6. Please detail specific relevant experience you hold working in visitor management at public attractions and how much site experience you have (specify projects /sites).

7. Please detail your experience with regard to construction projects you have worked on, documenting techniques and procedures you followed in particular regarding the Health and Safety management of the project.

8. Please detail your experience with regard to any innovative health & safety procedures, guidelines etc. that you introduced to improve the safety culture on site.

9. Please detail your experience with regard to maintaining general Health and Safety records and specifically site safety files.

10. Please detail your experience regarding Health and Safety training which you have introduced to the workplace.

11. 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 _____
Tel No _____	Tel No _____
Email Address _____	Email Address _____

12. Applicant Declaration and Signature.

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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13. Notes for Candidates

Before you return this application form to OPW HR Management (Operational), please ensure that you have completed all sections and signed the form.

- Have you attached
 - 1) A copy of your certificates of relevant qualifications in occupational health and safety?
 - 2) A copy of **both sides** of your driving licence?
- Included a copy of employment permit (if applicable)
- Have you signed and dated the form?
- 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, other than the copy of the driving licence which will be used for identification purposes in the event of an applicant proceeding to appointment. Information held is subject to the rights and obligations set out in the Data Protection Acts and Regulations.
- **Please return your completed and signed application to:**

**Recruitment
 HR Management (Operational)
 OPW Head Office
 Jonathan Swift Street
 Trim
 Co Meath
 C15 NX36**

**to be received in HR Management (Operational) not later than
 5:30pm on Thursday, 24th January 2019.**

- **Email applications will not be accepted.**

Please note: It is your responsibility to ensure that this form is received by the closing time & date. Late applications will not be considered.

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