



**Open Recruitment Competition for position of
Plumber**

**in the Building Maintenance Service,
Office of Public Works (OPW) based in the Dublin
area.**

**Competition Reference: 2018083
Closing Date: 5:30pm on Thursday, 15th November
2018.**

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 in handwriting, 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: _____

1. Essential Eligibility Requirements (tick as appropriate and submit copies with your Application Form).

| | | |
|--|---------------|---|
| An Advanced Certificate Plumber (Level 6 of the National Framework of Qualifications) | Date Acquired | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Current clean driving licence (Minimum Category B) | Expiry Date | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| A minimum of 3 years' experience as a Craft Plumber | Yes | <input type="checkbox"/> No <input type="checkbox"/> |

Note: It will be a condition of employment that the successful applicant provide a current Safe Pass Card or evidence of successfully completing the Safe Pass course prior to appointment.

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

a) Copies of certificates of your relevant training and qualifications.

(Please do not submit original documents with application form)

b) A copy of both sides of your driving licence.

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

Employer: _____
Address: _____
Job Title: _____ **From:** _____ **To:** _____
Details of duties, responsibilities, etc.

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

7. A key responsibility of the role of Plumber in OPW is ensuring that the site conforms fully to Health and Safety requirements. Please provide details of your experience with regard to projects you have worked on. Explain the techniques and procedures you followed, in particular, 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 _____ |
| Tel No _____ | Tel No _____ |
| Email Address _____ | Email Address _____ |

9. 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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|--|--|--|--|---|---|--|--|

10. Notes for Candidates

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

- Have you attached
 - 1) A copy of certification of your relevant training/qualifications?
 - 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. 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 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, 15th November 2018.

➤ **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