



**Recruitment Competition
for appointment to the position of**

**Craft Foreperson/Estate Manager
at**

**Doneraile Court Gardens & Parkland and Annes Grove
Gardens, Co. Cork.**

Competition Reference: 2018088

**Closing Date has been extended to :
5:30pm on Monday, 21st January 2019**

Application Form

Please complete this application form, accurately and comprehensively, providing as much information as possible on your relevant skills, competencies and experience. The selection process may include short-listing of candidates, to be invited for competitive interview, based on the information supplied on this form.

This form must be printed out, 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: _____

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

Bachelor of Science in Horticulture (Hetac Level 7) or its equivalent	Date Awarded	<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 full clean driving licence (Minimum Category B &W)	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 2 years' experience as a craft gardener		<input type="checkbox"/>

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.

2. Please provide details of educational attainments, courses and other qualifications relevant to the job (including Health & Safety and craft-related).

3 . Employment Record - Please begin with your most recent employment 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.

3.1 Employer 1

Name: _____

Address: _____

Job Title: _____

Start Date / / **End Date** / /

Details of duties, responsibilities, etc.

3.2 Employer 2

Name: _____

Address: _____

Job Title: _____

Start Date

/

/

End Date

/

/

Details of duties, responsibilities, etc.

3.3 Employer 3

Name: _____

Address: _____

Job Title: _____

Start Date

/

/

End Date

/

/

Details of duties, responsibilities, etc.

4 Please give examples of your experience with I.T., including knowledge of various computer applications and software packages.

5. Please detail any specific experience you have in working with a plant collection.

6. Please give examples of your experience in the supervision, management and motivation of staff.

7. Please provide details of your knowledge and skills, through practical examples from your experience, with regard to Health & Safety procedures and requirements, taking account of the range of Health & Safety requirements of the position that you are applying for.

8. Please give examples of any experience with regard to maintaining records in the form of Stores, Suppliers, Contractors, HR, Health & Safety, ISO records, Plant collections

9. Please give examples of any experience with regard to procurement of supplies and services.

10. 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 _____

11. 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: / /

12. 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.

- 1) Have you attached
 - A copy of your horticultural qualifications?
 - A copy of both sides of your driving licence?
- 2) Included a copy of employment permit (if applicable)
- 3) Have you signed and dated the form?
- 4) Please do not forward curriculum vitae with this application, as they will not be taken into consideration in any short-listing process.
- 5) Misstatements render an applicant liable to disqualification.
- 6) 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.

7) Please return your completed and signed application to:

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

The closing date for receipt of the application in HR Management (Operational) has been extended to :
5.30pm on Monday, 21st January 2019.

Applications received after the closing time and date will **not** be considered for this competition.

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