



APPLICATION FORM

Open Recruitment Competition

West Drainage Maintenance and Construction Division

Position of

Safety Officer

Competition Reference: 2019007

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

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 based on the 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 by the closing date to the postal address given at the end of the form.

Forename: _____

Surname: _____

Address: _____

Contact No: _____

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.

2. **Employment Record - Please begin with your most recent employment (including 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 Date:	D	D	M	M	Y	Y	Y	Y	To Date:	D	D	M	M	Y	Y	Y	Y
Details of duties, responsibilities, etc.																	

Employer:	_____																
Address:	_____																
Job Title:	_____																
From Date:	D	D	M	M	Y	Y	Y	Y	To Date:	D	D	M	M	Y	Y	Y	Y
Details of duties, responsibilities, etc.																	

Employer: _____
Address: _____
Job Title: _____

From Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Details of duties, responsibilities, etc.

3. Please detail specific experience you hold working on construction projects including your experience in identifying all associated potential hazards (including but not limited to reinforced concrete works, excavations, lifting operations and plant operations). Please document techniques, procedures and legislation you applied regarding Health and Safety Management of the projects.

- 4. Please detail your experience working with Integrated Management Systems including the review, implementation and management of accredited systems including OHSAS 18001 and ISO 9001. Please document your involvement in the update of controlled documents, auditing of the system and implementation of corrective and preventative actions.**

- 5. Please detail your experience communicating and liaising with Senior Management and Line Management including attendance at Senior Management meetings, involvement in regional safety committee meetings, maintaining awareness of new and relevant legislation and the application of same in addition to communicating health and safety matters to all employees and specifically your experience in liaising with external stakeholders eg. HSA, ESB, Training Providers.**

- 6. Please detail your experience with regard to developing, maintaining and updating general Health and Safety records in compliance with legal requirements including but not limited to (safety files, accident records, development of training plans, training records, risk assessments, safety forms).**

- 7. Please detail your experience regarding Health and Safety training programmes that you have been involved in as regards development and delivery (including but not limited to mandatory training courses, induction training, and health promotion initiatives).**

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 _____

9. Applicant Declaration and Signature of Applicant

I hereby declare that the information furnished in this application is accurate. I give my permission to make enquiries, 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:

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

10. Notes for Candidates.

- Before you return this application form to OPW HR Management (Operational) Division, please ensure that you have completed all sections of the form.
- Have you attached copies of your certificates of relevant qualifications in occupational health and safety?
- Have you attached a clear copy of your Driving Licence, back and front?
- Have you signed and dated the form above?
- Include a copy of your employment permit, if applicable
- Do not forward curriculum vitae or any certificates not requested for this application, they do not form a part of the 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, 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 Unit
HR Management (Operational) Division
OPW Head Office
Jonathan Swift Street
Trim
Co Meath
C15 NX36**

to be received not later than 5:30pm on Thursday, 24th January 2019.

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