



## Open Recruitment Competition

(a) Head Gardener

(b) Gardener

at

**Doneraile House & Parklands and Annes Grove Gardens,  
Co. Cork**

**Competition Reference: 2019018**

**Closing Date: 5:30pm on Thursday, 25<sup>th</sup> April 2019**

### 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, hand-written, 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: (incl Eircode)		
Contact No:	Email Address:	

Please tick the relevant box below to state which position you are applying for (you may apply for both positions)

(a) Head Gardener

(b) Gardener

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

##### **For the position of Head Gardener:**

Bachelor of Science in Horticulture (Hetac Level 7), or its equivalent

Yes

No

Minimum of 2 years' experience as a Craft Gardener. Experience in Plant Collections desirable.

Yes

No

Full, clean and current driving licence, minimum category B & W and own Use of transport.

Yes

No

##### **For the position of Gardener:**

Bachelor of Science in Horticulture (Hetac Level 7), or its equivalent

Yes

No

Minimum of 1 years' experience in Amenity Horticulture.

Yes

No

A full, clean and current driving licence, minimum category B & W and own use of transport

Yes

No

**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, and relevant certificates of training/attainment.
- A copy of your Driving Licence (front and back)

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

**2. 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.**

<b>Employer:</b>	_____																
<b>Address:</b>	_____																
<b>Job Title:</b>	_____																
<b>From Date:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>To Date:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Details of duties, responsibilities, etc.</b>																	

<b>Employer:</b>	_____																
<b>Address:</b>	_____																
<b>Job Title:</b>	_____																
<b>From Date:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>To Date:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Details of duties, responsibilities, etc.</b>																	



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**Candidates applying for the role of Head Gardener must complete Sections 4, 5, 6, 7, 11, 12 & 13 below.**

**Candidates applying for the role of Gardener must complete Sections 7, 8, 9, 10, 11, 12 & 13 below.**

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

- 5. Please detail specific experience you hold working in a historic landscape garden, and with a catalogued plant collection.**

6. Please outline your experience of (a) supervising staff and (b) dealing with the training, supervision and assessment of students/apprentices and (c) dealing with members of the public. Please provide examples of your qualities in this regard.

7. A key responsibility of the role of both Head Gardener and 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.

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

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

**10. 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.**

**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: _____
Contact No: _____	Contact No: _____

**12. 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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### 13. Notes for Candidates.

- Before you return this application form to HR Management (Operational), please ensure that you have clearly indicated the position you are applying for and that you have completed all sections relevant to your application.
- Have you attached a copy of your relevant qualification/training certificates?
- Have you attached a copy (both sides) of your driving licence
- Have you signed and dated this form?
- Included a copy of employment permit (if applicable)
- Please **do not** forward a curriculum vitae with this application, as it 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 and may be retained for a period of up to two years and destroyed thereafter. Copies of your educational qualifications will be retained on your personnel records, if appointed. A copy of your driving licence will be retained for identification purposes, if you are appointed. 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 (hard copy only) to:**

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

**to be received not later than 5:30pm on Thursday, 25<sup>th</sup> April 2019**

- **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**