



OPW Óifig na nOibreacha Poiblí
Office of Public Works

Open Recruitment Competition for

Craft Stonemason & Stonecutter

based at the OPW sub-depot, Charles Fort, Kinsale, Co. Cork

in the National Monuments Service Mallow District

of the

Office of Public Works

Competition Reference: 2019038

Closing Date: 5:30pm on Thursday, 12th September 2019

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 hand-writing, 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: _____

Home Address: _____

Incl Eircode _____

Surname: _____

Home Phone: _____

Mobile Phone: _____

email Address: _____

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

Have you an Advanced Certificate Craft Stonecutting & Stonemasonry or Craft Brick & Stonelaying (or equivalent)?	<input type="checkbox"/> Date Awarded	D	D	M	M	Y	Y	Y	Y
Have you a minimum 3 years relevant experience (post qualification) in the above trade?	Yes <input type="checkbox"/>	No <input type="checkbox"/>							
Do you hold a current full, clean driving licence for B & W categories of vehicles and use of own transport?	<input type="checkbox"/> Expiry date	D	D	M	M	Y	Y	Y	Y
Do you hold a current Safe Pass Card? **	<input type="checkbox"/> Expiry date	D	D	M	M	Y	Y	Y	Y

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

1. A copy of your Advanced Certificates in Craft Stonecutting & Stonemasonry or Craft Brick & Stonelaying (or equivalent) and relevant training certificates.
2. A copy of **both sides** of your driving licence.
3. A copy of **both sides** of your current safe pass card.

Note** Where a current safe pass card is not available, proof of successful completion of the Safe Pass Course prior to the closing date will be accepted.

Do not enclose original certificates with your application.

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

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 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 Stonemason 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 Stonemason 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 be previous or present employers or, if it is not possible for you to nominate employer referees, people who have formally supervised your work or training. Referees should not be related to you or be OPW present or former employees. 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 your craft qualification and relevant training certificates?
 - 2) A clear copy of **both sides** of your driving licence?
 - 3) A clear copy of **both sides** of your Safepass card?
- 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 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, 12th September, 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