



OPW Oifig na
nOibreacha Poiblí
Office of Public Works

Recruitment Competition for the position of

General Operative Band 3

in Kilkenny National Monuments District

Competition Reference: 2019044

Closing Date: 5:30pm on Thursday, 19th September 2019.

Application Form

Please ensure this form is signed and dated

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 including Eircode: _____
Surname: _____
Home Phone: _____
Mobile Phone: _____ email Address: _____

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

Do you hold a current full, clean driving licence (without endorsements) for B, and W categories of vehicles?

Expiry Date / /

Do you hold a current Safe Pass Card**

Expiry Date / /

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

1. A copy of **both sides** of your driving licence.
2. 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.

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

4. Employment Record - Please expand, as appropriate, on specific areas of responsibility. This should 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.

5. Please state and provide examples of any other relevant experience you have of (i) general operative duties such as those listed on the Job Description; (ii) any construction work, driving and machine operation experience; and (iii) Health & Safety at work.

(i) General Operative

(ii) Construction Work, Driving and Equipment Operation

(iii) Provide examples from your work experience demonstrating your awareness of and application of health and safety requirements at work

6. 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 _____

7. 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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8. Notes for Candidates

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

- Have you attached
 - 1) A copy of **both sides** of your driving licence?
 - 2) A copy of **both sides** of your Safepass card?
- Have you Included a copy of employment permit? (if applicable)
- Have you signed and dated the form?
- Misstatements render an applicant liable to disqualification.
- Other than the copy of your driving licence (which will be used for identification purposes if you are appointed to a position), and the copy of your safe pass card (which will be retained on your operational records if you are appointed to a position), 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, 19th September 2019.**

Please note: It is your responsibility to ensure that this form is received by the closing time & date. Late applications will not be considered. 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