



**OPW** Oifig na  
nOibreacha Poiblí  
Office of Public Works

## Open Recruitment Competition

for the position of

### Construction Plant Fitter

**in the Office of Public Works (OPW), East Region Arterial  
Drainage Maintenance & Construction Services Division,  
Trim, Co Meath**

**Competition Reference: 2019052**

**Closing Date: 5:30pm on Thursday, 26<sup>th</sup> 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 printed out, completed, signed, dated and returned (by the closing date and time) to the postal address given at the end of the form. Email applications will not be accepted for this competition.

Forename: \_\_\_\_\_ Home Address: \_\_\_\_\_  
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 Construction Plant Fitter (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)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>							
Do you hold a current full, clean driving licence for B & W categories of vehicles?	<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 Construction Plant Fitter.
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 list employers and position of employment to cover all periods of employment.**

From	To	Employer Name & Address	Position Held

**4. Employment Record - 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.**

**5. Please detail any experience you have of working on Construction Plant and equipment.**

**6. Please give details of your welding experience.**

**7. Please detail any experience you have in working on pumps and/or mobile diesel powered pumping equipment.**

**8. Please give details of any challenging and/or complex projects or assignments carried out in your career to date.**

**9. Please give details of any experience you have of working with diagnostic equipment (include a list of the diagnostic equipment you have used in your career to date).**

**10. 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 _____

**11. 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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**12. 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 your craft qualification?
  - 2) A copy of **both sides** of your driving licence?
  - 3) A copy of **both sides** of your Safepass card?
- Include 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 Industrial Personnel not later than 5:30pm on Thursday, 26<sup>th</sup> September 2019.**

- **Email applications will not be accepted.**

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**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**