



OPW

Oifig na
nOibreacha Poiblí
Office of Public Works

Open Recruitment Competition

for the position of

General Operative Band 3

**in the Office of Public Works (OPW) at Garinish Island
(Ilnacullin), Co. Cork**

Competition Reference: 2019058

Closing Date: 5:30pm on Friday, 25 October 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 by hand, 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: _____

Surname: _____

Home Phone: _____

Mobile Phone: _____ email Address: _____

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

| | | | | | | | | | | | |
|--|--------------------------|-------------|--|--|--|--|--|---|---|--|--|
| Current clean driving licence (Category B & W) | <input type="checkbox"/> | Expiry date | | | | | | 2 | 0 | | |
| Current Safe Pass Card | <input type="checkbox"/> | Expiry date | | | | | | 2 | 0 | | |

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 the requested documentation will lead to disqualification from the competition.

4. 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. | | | | | |

(ii) Horticultural work experience

(iii) Experience of working in a garden or parks environment and with plant collections

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. | _____ |

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:

| | | | | | | | |
|--|--|--|--|---|---|--|--|
| | | | | 2 | 0 | | |
|--|--|--|--|---|---|--|--|

8. Notes for Candidates

Before you return this application form to the address below, 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** your current safe pass 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:**

Derek Raythorn
HR Management (Operational) Division
OPW Head Office
Jonathan Swift Street
Trim
Co. Meath

to be received in HR Management (Operational) not later than **5:30pm on Friday, 25 October 2019.**

Please note: It is the Candidate’s responsibility to ensure that this form is received by the closing time and 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