



**Open Recruitment Competition for the position of
Seasonal General Operative/Bus Driver Band 2 (Rural)
at
Brú na Bóinne Visitor Centre, Donore, Co Meath**

**Competition Reference: 2019008
Closing Date: 5:30pm on Wednesday, 13th February 2019**

Application Form

Please complete this application form accurately, giving as many relevant details as possible of your skills, competencies and experience. The selection process may include short-listing of candidates to be invited for competitive interview on the basis of information supplied on the application form.

This form must be printed out, completed in hand-writing, signed, dated and returned by the closing date to the postal address given at the end of the form.

Forename: _____ Home Address: _____
Surname: _____
Home Phone: _____
Mobile Phone: _____ email Address: _____

1. Essential Eligibility Requirements (Tick box to confirm)

A full, clean and current D Licence	<input type="checkbox"/>
A Driver Certificate of Professional Competency (CPC) Card	<input type="checkbox"/>
A Digital Tachograph Card	<input type="checkbox"/>

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.**

Employer: _____
Address: _____
Job Title: _____ From: _____ To: _____
Details of duties, responsibilities, etc.

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Address: _____
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Employer: _____
Address: _____
Job Title: _____ From: _____ To: _____
Details of duties, responsibilities, etc.

Employer: _____
Address: _____
Job Title: _____ From: _____ To: _____
Details of duties, responsibilities, etc.

3. Please detail any experience you have driving a 25 seater bus or larger.

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4. Please detail your experience with regard to operating a bus wheelchair lift and passenger restraints.

5. Please detail your experience with regard to minimising risks to passengers and road users, and managing emergencies.

6. Please detail your experience with regard to ensuring that buses driven by you are roadworthy, clean and tidy e.g. pre-operational safety checks carried out, check lists completed etc.

7. Please detail your experience with regard to dealing with passengers, members of the public and customer care.

8. Please detail your experience with regard to the use of hand and mechanical tools. Provide details (with dates) of any courses undertaken e.g. use of ladder safety, harness training, lawnmower, chainsaw manual handling, first aid, power washer etc.

9. Please detail any experience with regard to team working.

10. References

Please provide details of two referees who should not be related to you. Ideally referees should be previous or present employers. Referees will only be contacted upon consideration of an offer of an appointment by the OPW.

Name:		Name:	
Address:		Address:	
Occupation:		Occupation:	
Tel. No.		Tel. No.	

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 Office of Public Works for that purpose.

Signature of Applicant: _____

Date: _____

12. 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 your Driver Certificate of Professional Competency (CPC)?
- 2) a clear copy of your Driver's Licence (front and back) ?
- 3) A clear copy of your Digital Tachograph Card
- 4) a copy of your employment permit (if applicable)

➤ Have you signed and dated the form?

➤ Please **do not** forward a curriculum vitae or any certificates with this application, as they will not be taken into consideration in any short-listing process.

➤ Misstatements render an applicant liable to disqualification.

➤ The personal data supplied on this application will be used only for the purpose of this competition, other than the copy of the driving licence which will be used for identification purposes in the event of an applicant proceeding to appointment. 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 by post to:**

Anna O'Rorke
HR Management (Operational)
OPW Head Office
Jonathan Swift Street
Trim
Co Meath

to be received not later than 5:30pm on 13th February 2019.

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

Canvassing will disqualify