**An Garda Síochána**

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**APPLICATION FORM**



**Open Competition for Appointment to the position of**

**Services Attendant**

**in An Garda Síochána,**

**Dublin Metropolitan Region**

An Garda Síochána is committed to a policy of equal opportunity.

This competition will be run in compliance with the Codes of Practice prepared by the Commission for Public Service Appointments (CPSA) – available on [www.cpsa.ie](http://www.cpsa.ie)

CONTACT: An Garda Síochána HR Directorate Athlumney House, Johnstown, Navan, Co. Meath C15 ND62. Email: HRPD.TalentAcquisition@garda.ie



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 and sent, with the required documentation, by the closing date to the e-mail addressHRPD.TalentAcquisition@garda.ie

**\* As all correspondence from Recruitment will be via email, it is your responsibility to ensure that the email account provided below on the application form is monitored.**

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# SECTION 1: Personal Details

**Please type or write clearly using black ink**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home/mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require any special facilities to assist with your participation in any stage of this competition? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Yes/No)

(If “Yes”, please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* Candidates should note that all communications relating to this competition from An Garda Síochána, including the provision of results, will issue to the email address provided.**

**IMPORTANT NOTE:**

Candidates should note that the information presented in this application form will play a central part of any short-listing process.

Additional documentation provided by the candidate such as curriculum vitae will ***not*** be considered as part of any short-listing process.

# SECTION 2: Educational Qualifications

Please list each qualification and year attained, starting with your most recent qualification.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year obtained and Full title of Degree(s)/ Qualification(s) held** | **Grade obtained (e.g. Pass; 2.2; 2.1; 1 etc.)** | **Subject(s) in final exam** | **University, College or Examining Authority** |
| Year: |  |  |  |
| Title: |
| Year: |  |  |  |
| Title: |
| Year: |  |  |  |
| Title: |
| Year: |  |  |  |
| Title: |

# SECTION 3: Career History

Starting with your current role, please provide details of current post/responsibilities and prior posts. Please provide the start date and the end date for each period of employment and include any breaks in employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From** | **Date to** | **Title/ Grade of post held** | **Name and Address of**  **Employer** |
|  |  |  |  |
| **Description of duties and responsibilities** | | | |
|  | | | |
| **Date From** | **Date to** | **Title/ Grade of post held** | **Name and Address of**  **Employer** |
|  |  |  |  |
| **Description of duties and responsibilities** | | | |
|  | | | |
| **Date From** | **Date to** | **Title/ Grade of post held** | **Name and Address of**  **Employer** |
|  |  |  |  |
| **Description of duties and responsibilities** | | | |
|  | | | |

# SECTION 4: Questions

|  |
| --- |
| 1. **Please outline your experience in performing some or all of the duties of a Services Attendant. Please refer to Page 3 of Booklet for a description of the duties. (Max. 300 Words).** |
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| --- |
| Please detail your experience working as part of a team. (Max. 300 Words) |
|  |

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| --- |
| Please detail your experience in reporting defects or maintenance issues to supervisors or management. (Max. 300 Words) |
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1. **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 present or former employees of An Garda Síochána. An Garda Síochána will only contact referees upon consideration of an offer of appointment.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
|  |  |
|  |  |
| Contact No: | Contact No: |
| Email: | Email: |

1. **Locations**

The vacancies exist for the Dublin Metropolitan Region at the following locations:

DMR South Central - Donnybrook Garda Station.

DMR North – Ballymun Garda Station.

DMR East – Shankill Garda Station.

DMR East – Cabinteely Garda Station.

DMR East – to cover both Blackrock Garda Station and Dundrum Garda Station on a rota basis.

You should only make a location choice where you would be prepared to work if offered an appointment. Once you have submitted your location choice(s), changes will not be permitted.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that location. Assignment to a position, will automatically eliminate you from being considered for positions in your other selected location.

|  |
| --- |
| **Location Selection.** |

|  |  |
| --- | --- |
| **Donnybrook** |  |
| **Shankill** |  |
| **Blackrock/Dundrum** |  |
| **Cabinteely** |  |
| **Ballymun** |  |

# SECTION 6: Candidate Declaration

|  |
| --- |
| **Open Competition for Appointment to the position of**  **Service Attendant in An Garda Síochána,**  **Dublin Metropolitan Region**  **Dublin Metropolitan Region**  **CANDIDATE DECLARATION**  I wish to apply for the post of Services Attendant in An Garda Síochána.  I declare that the information contained in this application form is true and complete. I  understand that if it is subsequently discovered that any statement is false or misleading I  could be disqualified from the selection process.  I have read and fully understand the eligibility criteria and confirm that I satisfy all requirements.  Signature:  *Electronic signature is acceptable.*  Print Name:  Date:  All parts of the application form must be completed in Word document format and submitted by **17:00 on Wednesday 26th June 2024,** by way of email to HRPD.TalentAcquisition@garda.ie with subject heading: **Services Attendant DMR (followed by your name).** |
|  |

**General Data Protection Regulation (GDPR) & Data Protection Act, 2018.**

Personal data provided by candidates shall only be processed for the purposes specified in this document, and within a clearly defined lawful basis under the (EU) General Data Protection Regulation (GDPR) ((EU)2016/679) and the Data Protection Acts 1988/2018.

All necessary measures will be put in place to ensure personal data is kept safe and secure, and only relevant personal data will be processed. Personal data will be retained for no longer than is necessary to achieve the purpose for which it has been obtained.

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**FOR ALL NEW CIVIL SERVICE STAFF – IMMIGRATION STATUS**

Under the Employment Permits Act 2003, as amended, employers shall ensure that all their employees hold a valid and current visa with sanctions imposed on employers who breach this obligation. For this reason, it is imperative that HR units are satisfied that their staff with temporary work permits hold valid visas.

Staff with provisional work permits (Stamp 4\* or 5) have an obligation to ensure their permits are up to date and renewed in a timely manner and must inform their HR Units of any change in their immigration status.

**Signing this form is a requirement for all staff who join a Civil Service Department or Office.**

By signing this form I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that –

[INSERT NAME HERE – BLOCK CAPITALS]

Please tick the relevant declaration;

* **The holding of a visa/ work permit does not apply to me**

**Or**

* **As a stamp 4\*/ 5 holder, I will keep my provisional visa up to date, renewing it in a timely manner and keeping my HR Unit (HR Records) informed of any change(s) in my immigration status.**
* If my visa expires it may result in my being stepped down from my employment until such time as I have regularised my permission to work in the State.
* My current visa will expire on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (DD/MM/YYYY).

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Units should be satisfied that visas held by their staff are current and up to date**.

\* An Article 50 TEU visa is a replacement of the Stamp 4EUFAM after Brexit and is acceptable as a Stamp 4 or equivalent.