



## An tSeirbhís um Cheapacháin Phoiblí Public Appointments Service

### Candidate Information Booklet

#### **GARDA TRAINEE 2024**

The Public Appointments Service and the Garda Commissioner intend to hold a selection and appointments process for Garda Trainees.

**Closing Date: 3:00pm Thursday 8<sup>th</sup> February 2024**

**Campaign ID: 2400104**

The Public Appointments Service and An Garda Síochána are committed to a policy of Equality, Diversity and Inclusion.

The Public Appointments Service on behalf of An Garda Síochána (AGS) will run the selection aspects of this competition in compliance with the relevant Code of Practice prepared and published by the Commission for Public Service Appointments (CPSA) and available on [www.cpsa.ie](http://www.cpsa.ie).

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**CONTACT: PUBLIC APPOINTMENTS SERVICE**  
JUSTICE RECRUITMENT UNIT  
CHAPTER HOUSE  
26 – 30 ABBEY STREET UPPER, DUBLIN 1

**URL: [www.publicjobs.ie](http://www.publicjobs.ie)**

**Email: [GardaTrainee2024@publicjobs.ie](mailto:GardaTrainee2024@publicjobs.ie)**

## Competition Overview

### Salary

Garda Trainees will receive an allowance of **€305** per week for the 36 weeks leading to attestation. Accommodation and food is provided by An Garda Síochána while resident in the Garda College. Garda Trainees attest after 36 weeks and move to the first point of the Garda incremental pay scale of **€35,322**. *Further information on the Training Contract and the Conditions of Service can be found [here](#).*

### **Selection Process – Carried out by the Public Appointments Service**

#### Stage 1

This will consist of a number of assessments which will be completed online. The assessments can be taken at any time during the testing window. We recommend taking the assessments on a laptop or pc. Familiarisation material, including some practice examples will be provided to you before you take the assessments. ***Further information can be found on page 12 of this booklet.***

#### Stage 2

Those candidates who are successful at Stage 1 will be invited to the next stage in order of merit. Stage 2 will consist of an interview, carried out remotely via Zoom. Interviews will be held monthly and you will receive further information about this stage of the process prior to your interview.

**Important:** Before you apply for this competition, please ensure that you meet the eligibility criteria set out on **pages 4 and 5** of this booklet. Your application will not be progressed if you do not.

You should also be aware that tattoos and body art on the face, visible above the collar or below the cuff of your uniform, are not permitted. In order to retain a professional image, all other tattoos and body art must be covered while on duty. You must make An Garda Síochána aware if you have visible tattoos as early as possible as they may prevent you from being permitted to commence training.

### **Appointments Process – carried out by An Garda Síochána**

If you are successful at Stage 2 and it has been confirmed that you meet the eligibility criteria, your name and contact details will be forwarded to An Garda Síochána. You will then be invited to undergo a PCT (Physical Competency Test) in Templemore, Co. Tipperary. **Please ensure** that you have reviewed the information on the PCT and how to prepare for it which can be found [here](#).

You will also be required to undertake a medical examination and a Substance Misuse (Controlled Drug) Test. Vetting checks will be carried out during this time. *Detailed information on the appointments process can be found [here](#).*

### Training

The Foundation Training Programme is the initial training and development programme for newly recruited Garda Trainees and Probationer Gardaí in An Garda Síochána. Phase I, Stage 1, 2 and 3 provides the foundations to policing and will be for a period of 36 weeks (or such period of time as the Garda Commissioner may determine). Phase 1, Stage 1 is a mandatory residential training component, normally conducted on a Monday to Friday basis in the Garda College, Templemore, Co. Tipperary. Phase 1 Stage 2 is a mandatory observational placement training component, normally conducted within a commutable distance from home in an Operational Garda Station. Phase 1 Stage 3 is a mandatory residential training component, normally conducted on a Monday to Friday basis in the Garda College, Templemore, Co. Tipperary. ***Further information on the training can be found [here](#).***

## **Introduction**

An Garda Síochána is the national police service of Ireland with a mission of “Keeping People Safe”.

A career as a member of AGS is a challenging and exciting one. Directed and controlled by the Garda Commissioner, An Garda Síochána is unique among policing services internationally as a unitary body responsible for the security of the State and the provision of policing services. The two functions are united by an underpinning philosophy: the protection of the individual and the safety of communities.

The role of a member of An Garda Síochána continually presents new and interesting experiences. Modern policing entails much more than crime fighting. Reducing the fear of crime and working in partnership with communities are the keys to making a positive difference and improving quality of life for all citizens.

As a member of An Garda Síochána, you would operate on the front line, supporting victims and witnesses, providing reassurance and instilling confidence. You would be in a position to make a proactive contribution to your area, building relationships and trust within the community.

## **Reflecting the Diversity of Irish Society**

An Garda Síochána is committed to reflecting the increasing diversity of Irish Society within the organisation; not only in gender and ethnicity, but also in sexual orientation, socio-economic, educational and geographical background.

We welcome applications from any and all backgrounds.

Candidates need to be proficient in either or both of the following:

- i) the Irish language
- ii) the English language

Essential eligibility requirements can be found on **pages 4 and 5**. There is no requirement to have a degree prior to entering An Garda Síochána as a Garda Trainee. If you are in the final year of completing a degree when offered a place in the Garda College we can be flexible with your start date to enable you to complete your final year.

We would invite you to consider a career as a member of An Garda Síochána. Policing is a highly rewarding career where you can make a difference to the lives of individuals and communities. An Garda Síochána encourage people of all backgrounds and skills to join us.

As an Organisation, we are embracing our diverse society and we will consider alterations to the Garda uniform policy to take account of religious and ethnic requirements, subject to operational, health and safety requirements.

## **Conditions for Entry – Eligibility**

Entry as a Garda Trainee to An Garda Síochána is governed by the [Garda Síochána \(Admissions & Appointments\) Regulations, 2013](#) as amended by the [Garda Síochána \(Admissions and Appointments\) \(Amendment\) 2020 \(Statutory Instrument 602 of 2020\)](#), the [Garda Síochána \(Admissions and Appointments\) \(Amendment\) Regulations 2021 \(Statutory Instrument 757 of 2021\)](#) and the [S.I. No. 611/2023 - Garda Síochána \(Admissions and Appointments\) \(Amendment\) Regulations 2023](#) or any amendments to those Regulations over the duration of the campaign.

An overview of the eligibility criteria that candidates must meet to apply for admission as a Garda Trainee and for entry to the competitive selection process organised by the Public Appointments Service in this regard is outlined below. However, for the detailed admissions and eligibility requirements, candidates should refer to those requirements as set out in the Regulations referenced above.

**Please note that the onus is on candidates to provide documentary evidence that they continue to meet the eligibility requirements throughout the process and to update the Public Appointments Service and An Garda Síochána of any changes that might impact their eligibility.**

To be eligible for selection as a Garda Trainee, an applicant must:

- (i) be of good character;
- (ii) be certified by a Registered Medical Practitioner (nominated by the Commissioner after consultation with the Minister) to be in good health, of sound constitution and suited physically and mentally to performing the duties of a member of the service;
- (iii) have passed a Physical Competence Test;
- (iv) be 18 years of age **but not yet 50 years of age at midnight on Thursday, 8<sup>th</sup> of February 2024**;
- (v) be a national of a European Union Member State **or**

be a national of a European Economic Area State, the United Kingdom of Great Britain and Northern Ireland or the Swiss Confederation **or**

Under the International Protection Act, 2015 and in compliance with the Admissions and Appointments Regulations 2013, as amended, be

- (i) a **refugee** or a family member of such a person in relation to whom a refugee declaration is in force and continues to be in force for the entire duration of the Garda Recruit selection and admissions process **or**
- (ii) a person granted subsidiary protection or a family member of such a person in relation to whom a subsidiary protection declaration is in force and continues to be in force for the entire duration of the Garda Recruit selection and admissions process **or**

by the closing date of the advertisement of this competition, have had a period of one year's continuous residence in the State, and during the eight years immediately preceding that period, have had a total residence in the State amounting to four years.

(vi) by the closing date:

- (a) have obtained an Irish Leaving Certificate with a grade D3 or O6 minimum in five subjects at Ordinary Level\*, **or**
- (b) hold a minimum of a Level 5 Major award (**120 Credits**) on the National Framework of Qualifications (NFQ), **or**
- (c) hold a recognised qualification (**at Level 5 or greater**), deemed comparable to the above in terms of both level and volume of learning as determined by Quality and Qualifications Ireland (QQI)

**AND**

- (d) be proficient in **either or both** of the following:
  - i) the Irish language
  - ii) the English language

*\* Subjects taken at **Foundation Level** Leaving Certificate are **not** considered equivalent for entry to this competition. In certain cases, a Pass in the Applied Leaving Certificate **may be** deemed equivalent to an Ordinary Leaving Certificate. A H7 grade is also deemed equivalent to an O6 grade.*

The Public Appointments Service may verify the validity of qualifications other than the Leaving Certificate with Quality and Qualifications Ireland (QQI). Candidates may refer to the [National Academic Recognition Information Centre](#) which offers advice on the academic recognition of foreign qualifications in Ireland.

(vii) All applicants must have relinquished all previous employment prior to entry to the Garda College and may not be on a career break from any such employment upon entry.

**Determining eligibility requirements**

You should note that candidates' qualifications/eligibility may not be confirmed until the latter stages of the selection/appointments process. Therefore, candidates who do not possess the essential requirements on the closing date and who proceed with their application will not be eligible to be selected or offered a position in this competition.

Eligibility may be assessed at multiple stages of the process. Candidates who are unable to show that they hold the required qualifications or are found to be ineligible may be withdrawn from the competition at any stage. An invitation to test, interview or any element of the selection/appointments process is not acceptance of eligibility by the Public Appointments Service and/or An Garda Síochána.

## **Application Streams**

As part of this recruitment competition there will be three application streams i.e.:

- (i) General (open to any candidate who meets the eligibility criteria as set out on **pages 4 and 5** of this booklet)
- (ii) Iarrthóirí atá líofa don tSraith Ghaeilge (Applicants with proficiency in the Irish language Stream)
- (iii) Eligible Serving Garda Reserve Members.

If eligible, candidates may opt to apply for one or more streams. **The onus is on the candidate to select the correct competition stream(s).**

### **Iarrthóirí atá líofa don tSraith Ghaeilge** (Applicants with proficiency in the Irish language Stream)

The Garda Commissioner and An Garda Síochána are fully committed to fulfilling their obligations under the Official Languages (Amendment) Act 2021. The Garda Commissioner is pleased to announce that individuals who have proficiency in the Irish language and who fulfil all other eligibility criteria set out may indicate their interest in applying for consideration to a specialist Irish language stream on the application form.

Candidates who indicate their interest in this stream who are invited through to the final stages of the selection process will be required to undergo a competency-based interview in Irish prior to being considered for such a position. They must achieve the required level in the Irish language at this interview i.e. [demonstrate a minimum Level B2 on the Europass self-assessment framework](#). Candidates appointed from this stream must be able to provide a full range of services in Irish. If successful, candidates **will be** allocated to Gaeltacht areas for a period of time as and when determined by the Garda Commissioner.

### **Serving Garda Reserve Members Stream**

In recognition of the fact that Reserve Gardaí have undergone training in many of the skills required to perform their duty as valued members of community policing or regular units, a separate application stream is open to serving Reserve Gardaí.

To be eligible for this stream, candidates must have:

- (i) completed their probationary period
- (ii) performed their role to a satisfactory standard
- (iii) served a minimum of 120 hours per year for two of the last four claim years and,
- (iv) fulfil the Conditions for Entry as set out on **pages 4 and 5** of this Information Booklet

Eligible applicants should apply in the usual way and indicate on the application form that they wish to apply for the Serving Garda Reserve Stream. In order to be considered for this stream, when completing your application form you must include:

- 1) Reserve Garda Registration Number.
- 2) Division in which you are currently serving.

**Applicants must be a serving Garda Reserve member at the time of appointment as a Garda Trainee to continue to be eligible under the Garda Reserve Stream. Applicants who are no longer a member of the Reserve Garda will not be eligible to be offered an appointment from this Stream.**

You will also be required to complete an additional verification form at the time of appointment.

## **The Application Process**

Policing is a unique and challenging vocation and the selection process is comprehensive.

Therefore, we encourage you to complete the job preview self-assessment tool (***included at Appendix A***) to make sure that this career is the right fit for you before you apply.

**The questionnaire is an invaluable tool and offers insights into the reality of the role.**

Applying for the role:

- The Public Appointments Service will manage the application process and the initial selection stages of the competition on behalf of the Garda Commissioner.
- Applications should be made online through [www.publicjobs.ie](http://www.publicjobs.ie).
- To apply, candidates must have a “User Account” on [www.publicjobs.ie](http://www.publicjobs.ie). If you have not already done so, you must click “**Login**” on the Publicjobs homepage and register as a ‘**New User**’ to create your Profile (register a New Account).
- If you cannot remember your profile details, please **do not** create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then **access the application form** (click on the button “Apply Now” to access the application form which can be found at the end of the job posting page), **complete and submit it**. Only fully completed applications, submitted by the closing date, will be accepted. Only one application per person is permitted.

### **Username/Password issues**

#### ***Forgotten your username or password?***

If so, click on the following link:

<https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do>

#### ***How to contact Public Appointments Service?***

*If you continue to have ‘User Name’ or ‘Password’ difficulties please email Public Appointments Service at [GardaTrainee2024@publicjobs.ie](mailto:GardaTrainee2024@publicjobs.ie) outlining your issue and giving your name and contact details, including a telephone number, where you can be reached.*

Candidates should note that support will only be available during office hours until the closing date.

- Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. The Public Appointments Service will only communicate application information with the candidate and not with any third party.
- It is important that you keep note of your username and password as you will need this information to access your Publicjobs message board.
- Should you change your email address or mobile phone number in the course of this recruitment competition, you should login to your Publicjobs account and update your profile as soon as possible. If it becomes necessary to send an email/text message notification to you, this will be sent to the email address/telephone number on your profile.
- Interaction with candidates during the selection process will primarily be conducted online. The Public Appointments Service will send most communication through your Publicjobs message board. Check your message board on a regular basis as email notifications of updates/tests issued to your message board may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of Gmail). You are also advised to check all these folders regularly.
- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the Public Appointments Service. If you do not attend on the specified date/time you will be deemed withdrawn from the competition unless you have notified the Public Appointments Service of a specific reason why you cannot attend and are requesting an alternative date/time. Documentary evidence may be requested before an alternative date/time is considered.
- The Public Appointments Service accepts no responsibility for communication not accessed by an applicant. They must ensure that they regularly check their Publicjobs message board and access all communications from the Public Appointments Service.
- Once you have submitted your application form, **you should return** to your Publicjobs account and confirm that it has been successfully submitted via 'My Applications'. At this point you should consider adding [www.publicjobs.ie](http://www.publicjobs.ie) to your safe senders or contact list within your email account to avoid not receiving emails because a Publicjobs email has been blocked.
- The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the Public Appointments Service or the Garda Commissioner is satisfied that such a person fulfils the requirements.



## **Candidates with Disabilities**

The Public Appointments Service and An Garda Síochána are committed to equality of opportunity for all candidates. The Public Appointments Service has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Any information you disclose will only be used to establish whether reasonable accommodations can be provided in order to assist you to progress in the competition. Your disability and/or adjustments will be kept entirely confidential.

Should you be successful, the disclosure of a disability for this stage of the process will not be passed onto the employing department unless you request that we do so.

If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report to [asu@publicjobs.ie](mailto:asu@publicjobs.ie).

The purpose of the report is to provide Public Appointments Service with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

These reports must be forwarded to the Assessment Services unit by close of business on **Thursday, 8<sup>th</sup> February 2024**. **You should email a scanned copy** of the report to [asu@publicjobs.ie](mailto:asu@publicjobs.ie).

**If you have previously applied for a competition with the Public Appointments Service and submitted a report, please email [asu@publicjobs.ie](mailto:asu@publicjobs.ie) to confirm that your report is still on file.**

If you would like to talk about your application or any accommodations that may be of benefit during the recruitment process, please contact our Disability Champion, Amanda Kavanagh, at [amanda.kavanagh@publicjobs.ie](mailto:amanda.kavanagh@publicjobs.ie). For further information on the accessibility of our service please see our [Accessibility page](#).

Any requests for reasonable accommodations in respect of those candidates who are successful in the selection process must be made in writing by the candidate to The Appointments Office, Garda Headquarters, Phoenix Park, Dublin 8 or by email to [Appointments@Garda.ie](mailto:Appointments@Garda.ie). Such applications must be accompanied with supporting medical or appropriate psychological reports. The purpose of the report is to provide An Garda Síochána with information to act as a basis for determining reasonable accommodations where appropriate.

## **Closing Date**

The closing date and time for receipt of completed applications is **3pm on Thursday 8<sup>th</sup> February 2024**. The onus is **on you** to ensure that you have correctly submitted a completed application form **as any requests to submit an application after the closing time/date will not be considered**.

If you do not receive acknowledgement of receipt of your application within two working days of applying, **please check your Junk/Spam folders as email notifications may be filtered into these email folders (or “Promotions” in the case of Gmail)**. If the acknowledgement is still not received, please email [GardaTrainee2024@publicjobs.ie](mailto:GardaTrainee2024@publicjobs.ie) including your name, candidate ID and contact details. Candidates should note that support will be available during office hours until the closing date.

## **The Selection Process**

### **Overview**

The competition for the selection of Garda Trainees attracts a very high number of applicants. Accordingly, the selection process to become a Garda Trainee is comprehensive, with candidates required to undertake a range of relevant assessment tests and exercises over a number of stages. The tests and exercises are designed to identify candidates who may be suitable for the role of a Garda Trainee, with potential to become an attested member. Therefore, only the highest performing candidates at each particular stage will progress to the next stage. The numbers called forward to each stage of selection will be determined from time to time having regard to the number of places to be filled in the Garda College.

The Public Appointments Service will conduct the initial selection stages on behalf of the Garda Commissioner. Names and details of candidates who are successful and are placed highest on the order of merit following the selection stages conducted by the Public Appointments Service will be forwarded to An Garda Síochána for consideration for appointment.

Neither An Garda Síochána nor the Public Appointments Service will be responsible for any expenses incurred by candidates in relation to the recruitment process.

### **Job Preview Self-Assessment**

As outlined, a realistic Job Preview Questionnaire is included in this booklet (see Appendix A) which you should consider before making an application. This is not a part of the selection process; it is for your own use to assist you in deciding if a career in An Garda Síochána is right for you. It is important that you complete the questionnaire as it includes key questions that provide an insight into this role.

### **Selection Methods**

Candidates will be required to take a number of tests which are designed to identify their potential to become a Garda Trainee. More detailed information in relation to the selection methods and confirmed dates will be made available to candidates as they progress through the process.

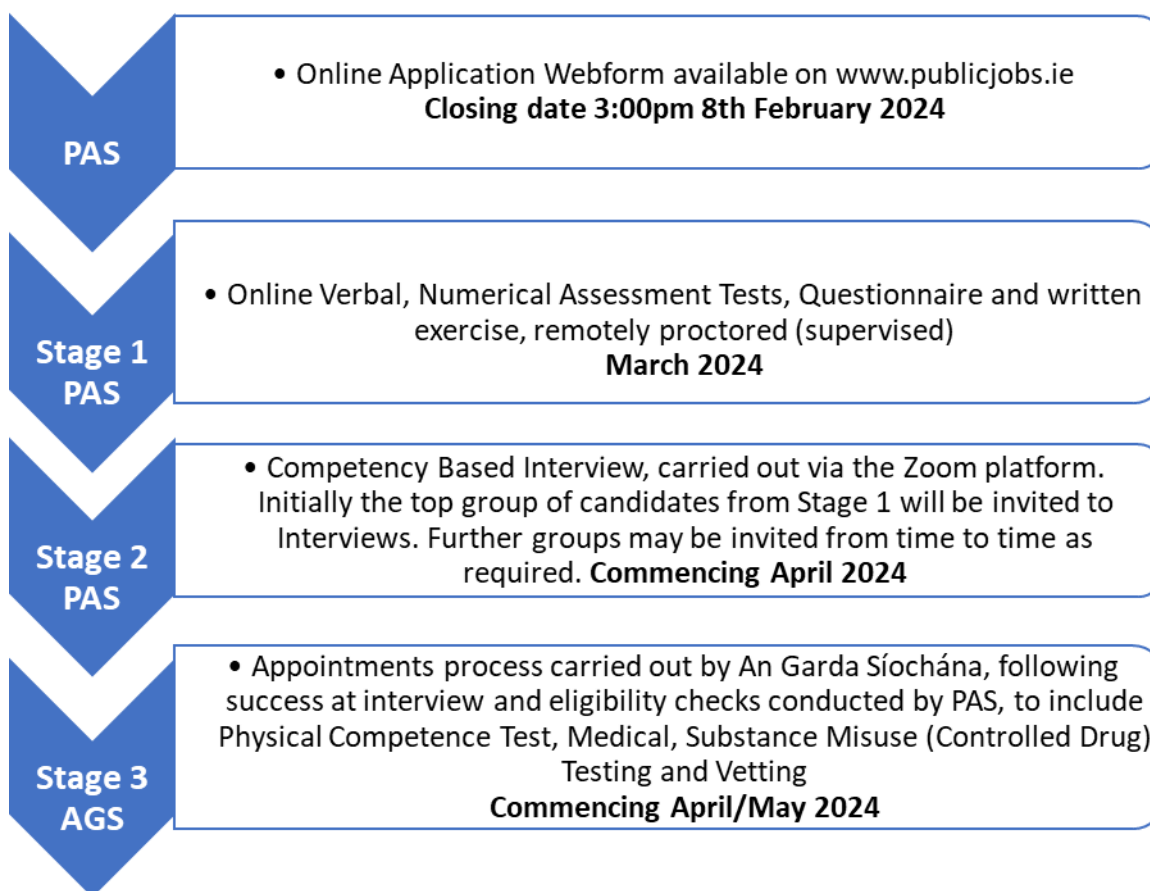
The selection process for this competition will comprise a number of elements. These may include one or more of the following:

- Tests and Exercises e.g. language, reasoning and ability tests
- Online Video Interview (e.g. Zoom)
- Any other assessment tests/exercises deemed appropriate.

It remains the case that the methods of assessment to be used may need to be reviewed during the course of this competition. As such it is strongly advised that each candidate reviews any communication or familiarisation sent to your Publicjobs message board prior to the commencement of each stage.

## **Timeline of the Garda Trainee selection process**

The chart below outlines the selection process that candidates can expect to participate in, should they apply for any of the three streams.



### **Note**

Stages 1 and 2 of the selection process will be conducted by the Public Appointments Service with Stage 3 being conducted by An Garda Síochána. Candidates who qualify and meet the eligibility requirements following interview will go forward for consideration for appointment by An Garda Síochána.

As candidates progress through the various stages/elements of the selection and appointment process, they should make themselves available for any dates communicated to them as it may not be possible to reschedule.

**It is envisaged that successful applicants from this campaign may be considered for intakes into the Garda College during 2024 and 2025.**

## **Stage 1 of the Selection Process**

### **Assessment Tests**

Stage 1 will be conducted online and will be remotely proctored via webcam. The tests will be available in a range of languages. Initial online assessments may be taken in a venue of your choice, wherever you have access to a computer with a webcam and a reliable internet connection. All eligible candidates who have successfully applied for this competition will be invited to complete Stage 1. Candidates will be ranked based on their assessment scores. Those ranked highest on the order of merit will be invited to undertake the next stage of the selection process.

Detailed information on each stage will be made available at the appropriate time to candidates being invited to that particular stage of the process.

### **Online Test-Taking Environment**

Please be aware that taking these tests within a secure IT network e.g. a network such as your work or college that may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking the tests in your home or other environment, where access to the internet is not restricted to the same level. The onus is on you to ensure that you have full internet access to complete the tests. Candidates should ensure that they can complete the tests in a quiet environment where they can concentrate without being disturbed for the duration of the tests.

### **Links to the online Stage 1 Assessments**

Following the closing date and before Stage 1 commences, a link to the Pre-Test Information Booklet will be sent to your message board.

A link to the actual online assessment tests will be sent to candidates' message boards in advance of the test-taking window. It is anticipated that this link will be sent during February/March 2024. This link will allow you access to all assessments.

### **Subsequent Stages of Selection Process**

More detailed information on Stages 2 and 3 will be made available to the relevant candidates as they progress through the process via their Publicjobs message board.

### **Preparing yourself for the selection process**

Familiarisation material will be made available in advance of each assessment stage. Please note that the assessment tests require no other special preparation and that past papers are not available.

### **Preparation Courses**

**The Garda Commissioner wishes to make it clear that neither the Public Appointments Service nor An Garda Síochána have a function or involvement in the provision of, and do not endorse any preparation courses relating to the selection process for the role of Garda Trainee.**

## **Appointments Process**

Candidates who are successful in the selection process will go forward for consideration for appointment by An Garda Síochána, in order of merit based on their interview scores.

When a candidate enters this stage, they will be contacted by An Garda Síochána to arrange for the completion of the following assessments:

- Physical Competence Test
- Substance Misuse (Controlled Drug) Testing
- Medical Examination
- Vetting

Candidates must be found suitable on all of the grounds above in order to be offered a place in the next stage of the recruitment process, the Garda Foundation Training Programme in the Garda College in Templemore. Please note that success through to any stage of the selection process is not a guarantee of acceptance as a Garda Trainee. **Detailed information on the appointments process can be found [here](#).**

**Further information on each stage of the Appointments process carried out by An Garda Síochána will be provided to all candidates invited to Stage 3 of the selection process.**

## **Review Mechanisms**

### **CPSA - Code of Practice**

The Public Appointments Service will conduct the selection process for the Garda Trainee competition in compliance with the Commission for Public Service Appointments' (Commission) Code of Practice for Appointment to Positions in the Civil and Public Service.

The Code of Practice sets out the procedures to address candidates' requests for review and candidates' complaints in relation to the selection process. Issues relating to Stages 1 and 2 of the process should be addressed to the Chief Executive Officer of the Public Appointments Service. Issues relating to the appointments process should be addressed to the Garda Commissioner.

The code reflects the following core principles:

- Probity
- Merit
- Best Practice
- Consistency
- Transparency
- Appointments promoting Equality, Diversity and Inclusion

There is no obligation on the Public Appointments Service or An Garda Síochána to suspend the selection or appointment process while it considers a request for a review. Please note that where a review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

The Code of Practice is available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie).

## **Review Procedures**

### **Section 7**

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service or An Garda Síochána. The relevant officeholder will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice. When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

#### **Procedure for Informal Review**

- A request for Informal Review must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.
- Where a candidate remains dissatisfied following any such informal discussion, they may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, they must do so within 5 working days of the notification of the outcome of the informal review.

#### **Procedure for Formal Review of Selection Process**

- The candidate must address their concerns in relation to the process in writing to the Chief Executive Officer of the Public Appointments Service or the Commissioner of An Garda Síochána as appropriate, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 5 working days of the notification of the selection decision.
- Any extension of these time limits will only be granted in the most exceptional of circumstances.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

### **Section 8 - Complaints**

Where a candidate may believe there was a breach of the Code of Practice by the relevant licence holder (the Chief Executive Officer of the Public Appointments Service or the Garda Commissioner) which compromised the integrity of the decision reached in the selection or appointment process they can have it investigated under Section 8 of the Code. The complaints process enables candidates (or potential candidates) to make a complaint to the licence holder in the first instance, and to the Commission subsequently on appeal if they remain dissatisfied.

The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they cannot support their allegations by setting out how the Public Appointments Service or An Garda Síochána has fallen short of the principles of this Code.

- A request for Informal complaint must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.
- Where a candidate remains dissatisfied following any such informal discussion, they may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, they must do so within 5 working days of the notification of the decision or within 5 working days of the outcome of the informal complaint.

### **Requests for Feedback/Test Rechecks**

Feedback in relation to the selection process is available on written request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the appeals mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

### **Candidates' obligations**

#### **Candidates must:**

- have the knowledge and ability to discharge the duties of the post concerned;
- be of suitable character for the post;
- be suitable in all other relevant respects for appointment to the post concerned

and if successful, they will not be appointed to the post unless they

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed, and
- are fully competent, available to and capable of undertaking those duties.

#### **Candidates must not:**

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not personate a candidate at any stage of the process.

Any attempt, direct or indirect by an applicant to use influence by way of canvassing in connection with their application will cause them to be disqualified from the competition.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is committing an offence. A person who is found guilty of an offence is liable to prosecution that may result in a fine and/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where a person has not been appointed to a post, they will be disqualified as a candidate; and
- where a person has been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

## **Confidentiality of Information and Materials**

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in exclusion from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

## **Use of Recording Equipment**

The Public Appointments Service does not allow the unsanctioned use of any type of recording equipment on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and candidates/clients and the integrity of the assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of such an offence was or is a candidate, then;

- Where they have not been appointed to the post they will be disqualified as a candidate; and
- Where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

## **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence as the Public Appointments Service require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to PAS, including all forms issued by PAS for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

## **Quality Customer Service**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Please note, If the Public Appointments Service is not notified of any issues you experience in advance of or on the day of your assessment/interview, we will not be in a position to address these after the fact. Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.



## **General Data Protection Regulation**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however you will be advised of this in advance of the assessment and all necessary precautions will be taken to ensure the security of your data. If you are successful following Stage 2 of the selection process, your contact information (as provided on your application form) will be provided to AGS in order to facilitate further stages of the selection process.

Equality Monitoring Data will be collected by PAS on the Application Form. This information is collected for statistical purposes and will be anonymised. Where appropriate, this anonymised statistical information will be shared with AGS.

To make a request to access your personal data, in the case of the Public Appointments Service, please submit your request by email to: [dpo@publicjobs.ie](mailto:dpo@publicjobs.ie).

In the case of An Garda Síochána, please submit your request in writing to:

The Data Protection Co-Ordinator,  
Garda Data Protection Office,  
Capel Street,  
Dublin 1.  
Email: [DataProtection@Garda.ie](mailto:DataProtection@Garda.ie)

Ensure that you describe the records you seek in the greatest possible detail to enable identification of the relevant record(s).

Information in relation to a candidate's personal data held by the Public Appointments Service are set out on the Data Protection page of [www.publicjobs.ie](http://www.publicjobs.ie)

## **Protected Disclosures**

The PAS Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available at:

[Protected Disclosures Policy.pdf \(publicjobs.ie\)](#)

## Appendix A - Self-Assessment Questionnaire

This short questionnaire encourages you to review how your qualifications, interests, skills and experiences match the challenging requirements of a Garda Trainee.

Please work through the statements below and decide on the response that best reflects your level of agreement with each statement. This questionnaire will not form any part of the selection process you are encouraged to consider all statements in advance of proceeding with your application.

### Could You:

	Strongly Disagree	Disagree	Agree	Strongly Agree
Work in a role with incredible variety				
Confidently use IT packages & software				
Develop a range of new skills that you can apply in your role				
Tell a parent that their child has been killed				
Understand the complexities of relevant legislation and apply it in your role				
Perform CPR on a critically injured person				
Maintain a good level of fitness				
Enforce legislation that you personally disagree with				
Arrest someone who you know to be a fundamentally honest and decent person, but who has broken the law				
Do tasks that you have been assigned that you don't particularly want to do				
Cope with large amounts of blood and other severe injuries				
Understand that in the role you will have to deal with a huge amount of negativity, crime & suffering but need to				

maintain a positive perspective				
Physically tackle someone resisting arrest				
Work for one organisation for your whole career				
Build close working relationships with your colleagues				
Obeys a lawful order that may put you in danger				
Build strong links with a community				
Go through the possessions of a body to try to find ID				
Maintain your composure, even when severely provoked				
Be the first port of call for someone who has been sexually assaulted				
Adopt the shift work pattern used in An Garda Síochána, which means having to work throughout the night where, unlike some roles, sleeping is not permitted on duty				
Maintain your resilience in the face of negative coverage and unfair criticism				
Appreciate that even in social situations, you are likely to be introduced to others as Garda and some people will instantly make up their mind about you				
Always carry your Garda ID, even when off duty				
Build strong links with the community where you work				
Work holidays including Christmas, Easter and Weekends				
Appreciate that not everyone who joins will be promoted through the ranks				

Deal with life and death situations, sometimes on a daily basis				
Carry out an arrest in a public place where you may be filmed on mobile phones				
Remain dispassionate and carry out your duties, even in very difficult circumstances				
Appreciate that your friends/family may worry about you and your career choice				
Go on the beat alone				
Provide help and assistance to people who need it				
Make a huge difference to the lives of others				