**An Garda Síochána**



Application Form

Open competition for appointment to the position(s) of

**Clerical Officer (CO) and Temporary Clerical Officer (TCO)**

in An Garda Síochána

**Closing Date:** Wednesday 27th September, 2023

Submit applications to CO2023@garda.ie by 3pm, on Wednesday 27th September, 2023

**NB:** Please ensure you have read the Candidate Information Booklet in advance of completing the application form.

 **Section A: Personal Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **Contact Number** |  |
| **Home Address** |  |
|  |

**Communication**

Candidates should note that all communications relating to this competition, including the provision of results, will be issued by way of email only. Candidates should ensure a valid email address and contact details are provided on the application form and they should check their emails on a regular basis.

**There will be no opportunity to alter your email address during the competition process.**

**Special Requirement**

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

If yes, please provide further information in the box below.

|  |
| --- |
|  |

**Declaration**

Having read the Clerical Officer Candidate Information Booklet and Application Form, I confirm that I meet the eligibility criteria for this competition.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |

**Location Choice**

You may select one location choice. You should only make a location choice where you would be prepared to work if offered an appointment.

|  |  |
| --- | --- |
| Carlow | Louth |
| Cavan | Longford |
| Clare | Mayo |
| Cork | Meath |
| Donegal | Monaghan |
| Dublin | Offaly |
| Galway | Roscommon |
| Kerry | Sligo |
| Kildare | Tipperary |
| Kilkenny | Waterford |
| Laois | Westmeath |
| Leitrim | Wexford |
| Limerick | Wicklow |

**Type location choice here: \_\_\_\_\_\_\_\_\_\_\_\_**

**Changes to your location choice will not be permitted after the closing date.** Vacancies for which you may be considered will extend only to a city/town in your chosen county. Candidates should be aware that vacancies may not arise in all of the above locations while this panel is active. Once a candidate has been assigned, they will be removed from the panel.

**Permanent/Temporary**

Type Yes or No as appropriate.

If you wish to apply for both the permanent and temporary position, please ensure you type yes for each section.

|  |
| --- |
| **Do you wish to apply for the:** |
| Permanent Position (Clerical Officer) |  |
| **And/or** |
| Temporary Position (Temporary Clerical Officer) |  |
| **If Temporary, please indicate your availability by selecting one option only:** |
| Anytime |  |
| Summer 2024 *only* |  |

**Once you have made your selection and submitted your application form, it will not be possible to amend your preference.**

Section B: Overview of Employment

Please give details and particulars of employment that you deem relevant. Word count per position is 200 words

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title |  | **From:** |  |
| Employer |  | **To:** |  |
| *Give details of your main responsibilities/tasks. Please* ***do not exceed 200 words.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title |  | **From:** |  |
| Employer |  | **To:** |  |
| *Give details of your main responsibilities/tasks. Please* ***do not exceed 200 words.*** |

Section B: Overview of Employment (cont.)

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title |  | **From:** |  |
| Employer |  | **To:** |  |
| *Give details of your main responsibilities/tasks. Please* ***do not exceed 200 words.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title |  | **From:** |  |
| Employer |  | **To:** |  |
| *Give details of your main responsibilities/tasks. Please* ***do not exceed 200 words.*** |

*Insert additional boxes if required*

**Section C: Examples of Skills and Competencies**

On the next pages you are asked to give examples, from your own experience, of the skills which are required for the Clerical Officer/Temporary Clerical Officer role. Should you be called to interview, your examples will help form the basis of the questioning. You will find the skills (competencies) required for the CO/TCO role at the end of this document. It may help you to look at this before deciding on your responses/examples as it gives you bullet points on what is required.

**NB:** It is expected that your application will be formatted in a logical and legible way. Keep your responses to no more than **350 words.** The following competencies may be assessed at interview, should you be called forward.

**Look at the competency framework at the end of the document before filling in these 6 sections**

|  |
| --- |
| 1. **Teamwork**
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| --- |
| 1. **Information Management / Processing**
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| --- |
| 1. **Delivery of Results**
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| --- |
| 1. **Customer Service and Communication Skills**
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| --- |
| 1. **Specialist Knowledge, Expertise and Self Development**
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| --- |
| 1. **Drive and Commitment to Public Service Values**
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**Section D: Educational and Continued Personal Development Details**

In the area below please outline your Qualifications and Continuing Professional Development (CPD) and/or training courses you deem relevant (if any). Please note you will not be scored on this information, again it is to give the selection board a rounded picture of your career.

|  |  |  |
| --- | --- | --- |
| Title of Qualification, CPD or Relevant Training Course | Year | School / College or training provider |
|  |  |  |
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|  |  |  |
|  |  |  |

*Please insert additional lines if required*

**Section E: General Information**

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| --- | --- |
| Are you currently eligible to work in Ireland, if so, on what basis: |  |
| If you are offered a position from this competition how much notice are you required to give to your present employer (if applicable) |  |
| Have you previously worked in the Civil or Public Service and if so **where** and **how long for**: |  |

**Section F: Declaration**

**Please Note:** Candidates may be disqualified from consideration if they provide false or misleading information as part of their application. Canvassing will disqualify.

I hereby declare that by signing this application form:

* The information given in all sections is correct.
* I meet the eligibility criteria as outlined in the information booklet.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.



|  |
| --- |
| **Clerical Officer/Temporary Clerical Officer Skills/Competencies** |
| **Teamwork** |
| * Shows respect for colleagues and co-workers
* Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
* Offers own ideas and perspectives
* Understands own role in the team, making every effort to play his/her part
 |
| **Information Management / Processing** |
| * Approaches and delivers all work in a thorough and organised manner
* Follows procedures and protocols, understanding their value and the rationale behind them
* Keeps high quality records that are easy for others to understand
* Draws appropriate conclusions from information
* Suggests new ways of doing things better and more efficiently
* Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.
 |
| **Delivery of Results** |
| * Takes responsibility for work and sees it through to the appropriate next level
* Completes work in a timely manner
* Adapts quickly to new ways of doing things
* Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
* Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
* Identifies and appreciates the urgency and importance of different tasks
* Demonstrates initiative and flexibility in ensuring work is delivered
* Is self-reliant and uses judgment on when to ask manager or colleagues for guidance
 |
| **Customer Service and Communication Skills** |
| * Actively listens to others and tries to understand their perspectives/ requirements/ needs
* Understands the steps or processes that customers must go through and can clearly explain these
* Is respectful, courteous and professional, remaining composed, even in challenging circumstances
* Can be firm when necessary and communicate with confidence and authority
* Communicates clearly and fluently when speaking and in writing
 |
| **Specialist Knowledge, Expertise & Self Development** |
| * Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.
* Clearly understands the role, objectives and targets and how they fit into the work of the unit
* Is committed to self-development and continuously seeks to improve personal performance
 |
| **Drive and Commitment to Public Service Values** |
| * Consistently strives to perform at a high level and deliver a quality service
* Serves the Government and people of Ireland
* Is thorough and conscientious, even if work is routine
* Is enthusiastic and resilient, persevering in the face of challenges and setbacks
* Is personally honest and trustworthy
* At all times, acts with integrity
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