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**Candidate Information Booklet**

**Retained Firefighter**

**Birr, Clara & Ferbane**

**Fire Brigades**

**Closing Date: 4:00 pm Thursday 18th July 2024**

**One fully completed copy of this application form with supporting qualifications** should be submitted by email to [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) or posted to the Senior Executive Officer, Human Resources Section, Offaly County Council, Áras an Chontae, Charleville Road, Tullamore not later than **4.00 p.m. on Thursday the 18th July 2024**

**The Senior Executive Officer**

**Human Resources**

**Offaly County Council**

**Áras an Chontae**

**Charleville Road**

**Tullamore**

**Co. Offaly**

**R35 F893**

**Enclosures;**

Offaly County Council – General Information

Job Description

Qualifications of Post

Particulars of Post

Important Check List & Notes

Application Form

**Contextual Background**

The Local Government sector in Ireland comprises 31 Local Authorities.  The Local Authority sector is democratically the closest form of Government to citizens and has responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. Offaly is one of the 31 County and City councils who collectively have on average a sectoral revenue spend of over €4 billion and capital spend in excess of €2 billion per annum. Local authorities employ over 28,000 staff or 1/10th of total public service employment.

County Offaly is located in the centre of Ireland in the province of Leinster and is one of twelve local authorities comprising the Eastern and Midlands Region. County Offaly has a population of 83,150 (2022 Census) with approximately 60% of the population residing in rural areas. The principal towns are Tullamore (the county town), Edenderry, Birr and Clara. Offaly shares a border with seven other counties and has a total land mass of approximately 200,000 hectares. The county is traversed by the Grand Canal and is bordered by the River Shannon to the West and Slieve Bloom mountains to the South, both of which play a key role in the economic and tourism development of the county.

Offaly County Council consists of 19 members elected every five years, the most recent local elections having taken place in 2019. The county is divided into the three Municipal Districts of Tullamore, Birr and Edenderry with the local authority administrative headquarters located in Tullamore.

At a strategic level, the Council operates through its Corporate Policy Group comprising the Cathaoirleach of the Council and the Chairs of the local authority’s four Strategic Policy Committees as well as a Municipal District representative. The Chief Executive and his/her Management Team play a key role in supporting and advising this policy group.

Offaly Co. Council employs over 400 staff and has an estimated revenue and capital spend of over €76.2m and €82.5 respectively in 2023 allocated under eight service divisions –

Housing & Building

Road, Transport & Safety

Water Services

Development Management

Environmental Services

Recreation & Amenity

Agriculture, Education, Health & Welfare

Miscellaneous Services

Day to day management of these services take place under the stewardship of the Chief Executive and three Directors of Service and a Head of Finance who currently hold the following briefs:

1. Climate Action, Environment, Transportation and Active Travel, NWCPO, Water, and Tullamore Municipal District

2. Planning, Economic Development, Regeneration, Tourism, Heritage, Just Transition and Edenderry Municipal District

3. Director of Services - Community, Culture (including Libraries, Arts, Sports), Corporate Services (including Communications and Change), Emergency Services and Birr Municipal District

4. Head of Finance, ICT, Motor Tax, Procurement and Risk Management and Human Resources

5. Director of Services for Housing and Ukrainian Response

Offaly County Council

Post of Retained Firefighter

Birr, Clara & Ferbane Fire Brigades

**JOB DESCRIPTION**

Qualifying Criteria:

* Persons appointed shall reside and work within a 1.5 mile radius or upon approval by the Chief Fire Officer within a reasonable distance of their fire station to enable them to function effectively. On receipt of a fire or other emergency call they should be in attendance at the station within five minutes.
* Applicants shall possess adequate literacy and numeric skills to allow them to carry out their duties in a competent and safe manner. Applicants will have to undertake literacy and numeric skills test as part of the selection process.
* Applicants shall undertake physical tests, including tests for vertigo, claustrophobia, dexterity, endurance and colour blindness as part of the selection process.
* Applicants who are successful will be required to undertake and successfully pass a medical examination and a Recruit Training Course (3 weeks duration) without delay in advance of any appointment being made.
* Applicants who are successful shall be prepared to undertake any Fire Service training courses deemed necessary to refresh and/or enhance their capability to carry out their role in a competent and safe manner.
* Possession of a Class C Driving Licence would be an advantage though not essential for recruitment

Essential Requirements:

Offaly County Council provides a 24 hour 365 day emergency response to the people of Offaly and certain areas of adjoining counties via five fire brigades and a complement of 52 personnel. A Retained Firefighter working within this organisation is an essential part of a disciplined and well structured team which provides an emergency response to the community in which he/she works and resides in (must reside and work within 1.5 miles or within a reasonable distance of the relevant fire station).

The ideal candidate will be a highly motivated person, with a strong sense of community commitment and shall demonstrate a clear knowledge and understanding of:

* local government services and structure
* The structure of the Retained Fire Service
* The operational abilities of Offaly Fire & Rescue Service
* The demands placed on members of the Retained Fire Service
* Teamwork & group dynamics
* Dealing with high risk, stressful and dynamic environments
* Knowledge of health and safety within the workplace

*The ideal candidate shall also have a proven ability in:*

* Dealing effectively with conflicting demands
* Acting on own initiate
* Problem solving & decision making
* Effective communication with work colleagues
* Effective communication with the public
* Service to the community, voluntary organisations or other
* Active engagement with Health, Safety and Welfare within the workplace
* Working under pressure within a structured environment
* Adaptability to evolving situations

**CAREER AS A FIREFIGHTER IS IT REALLY FOR YOU?**  
We receive enquiries each year from men and women who want to be Firefighters. Our objective is to be fair to all applicants in our recruitment and selection. The following list of questions has been put together to help you decide whether being a Firefighter is really for you. It will help you to prepare yourself for your interview.

Simply circle **YES or NO** to each of the following questions.  
  
Are you able to meet the demands of working in a disciplined uniformed service? Can   
you take orders from other people? Can you accept the need to keep to rules that tell   
you what you can and cannot wear and the standard of appearance you must maintain **Yes No**  
  
Can you get on with people from different backgrounds and cultures? **Yes No**  
  
Do you have the emotional strength to deal with a road traffic accident or other instances   
where there may be severe injuries or loss of life? **Yes No**  
  
Can you work as part of a close knit team? Can you work under pressure without letting   
the rest of your team down? **Yes No**  
  
Do you have the sensitivity to deal with members of the public when they are distressed,   
confused or being obstructive? **Yes No**  
  
Can you take the responsibility for representing the Brigade when you are at work and  
when you are not? **Yes No**   
  
Are you committed to maintaining and developing your skills? Are you prepared to study   
on top of your normal working day? **Yes No**  
Do you suffer from aquaphobia (water), claustrophobia or vertigo? **Yes No**  
  
Are you committed to maintaining your health and physical fitness? Is regular exercise   
a part of your everyday life? **Yes No**  
  
Are you prepared to be available for call-outs day and night, evenings, weekends  
and public holidays? **Yes No**  
  
Are you a practical person who likes to work with their hands and with equipment? Do   
you enjoy making things or finding out how things work? **Yes No**  
  
Are you someone who can always be relied on to be somewhere on time? Are you   
someone that others see as dependable? **Yes No**  
  
Are you prepared to work outside in all types of weather, even if you are wet and cold   
and you don’t know when a job might finish? **Yes No**  
  
Are you someone who can cope with routine, knowing that you may have to do the same   
things at the same time on most days, with the frustration of sudden interruptions to your   
routines? **Yes No**  
  
If you answered yes to the above, can you give good examples to back your answers up?  
**Note: This form is for your use only. Do not send it back to us. You may, however, wish to retain it and bring it with you to interview.**

Offaly County Council

Post of Retained Firefighter

Birr, Clara & Ferbane Fire Brigades

**Qualifications**

**Character**

Candidates shall be of good character.

**Health**

Candidates shall be in a state of health such as would indicate reasonable prospect of ability to render regular and efficient service.

**Age**

The normal retirement age for retained firefighters is 55 years with the option to continue working to the age 60 years, subject to compulsory medical assessment. Retained firefighters will cease to hold employment sooner if found medically unfit to continue.

**Education, Training, Experience, etc.**

Candidates must have attained a suitable level of education to enable them to undergo successfully, the appropriate training and to perform satisfactorily, the duties of a retained firefighter.

Candidates will be required to undergo a practical fire fighter suitability test in addition to a literacy and numeracy test.

**Residence/Work Base**

The normal place of residence and work base of candidate shall be within a distance from the Fire Station acceptable to the Council. General Guideline: reside and work within a 5 minute radius or upon approval by the Chief Fire Officer within a reasonable distance of their Fire Station to enable them to function effectively.

**Driving Licence**

Hold a full unendorsed driving licence for Class B vehicles.

**Availability**

Candidates must supply to the Council, satisfactory written evidence from their employer, that they are available for training, fire and other calls, drills and such other duties as a retained firefighter may be required to perform.

Offaly County Council

Post of Retained Firefighter

Birr, Clara & Ferbane Fire Brigades

**Particulars of Office**

### 1. The Panel

The post is retained.

In the course of their employment and whenever requested by the Council, retained firefighters must undergo medical examinations and comply at their own expense with such remedial requirements as the Council considers necessary. Employment will not be continued in any case where as a result of such examinations, the medical examiner considers that the firefighter is medically unfit to continue.

### 2. Inclusive Annual Allowance

Remuneration will consist of an inclusive annual allowance (payable in quarterly instalments in arrears) together with hourly rates of attendance at fires, drills, training, etc., as listed hereunder. Annual allowance is conditional on the firefighter's attendance at a minimum of 85% of the training drills and 75% of incidents in respect of each quarter.

Payments will be made on a quarterly basis in arrears in respect of attendance at fires, drills and special duties. Payment at drill rate will be made in respect of training courses. All payments will be subject to deduction of statutory contributions to PAYE, PRSI, etc.

An annual clothing allowance as per schedule of rates will be payable to each retained firefighter who attends at least 85% of all training drills in respect of each quarter.

Retained Fire Service Personnel Inclusive Annual Allowance (as at 1st June 2024):-

|  |  |
| --- | --- |
| **Retainer  (Annual Amounts)** | **01/06/2024** |
| Retained Fire Fighter | |
| On recruitment | **€13,023** |
| 2-4 Years | **€14,015** |
| 5-7 Years | **€15,239** |
| 8+ | **€16,354** |

Hourly Rate of Attendance (as at 1st June 2024):-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Drill** | **Fire** | | | |
| **Day** | | **Night/Weekend** | |
| Rate per hour | 1st hour | Subsequent hour | 1st hour | Subsequent hour |
| **€24.52** | **€49.04** | **€24.52** | **€98.08** | **€49.04** |

### 3. Duties, Drills & Further Training

The retained firefighter shall attend and participate in drills and shall undergo from time to time, courses and further training (including a Breathing Apparatus course, minimum two weeks) deemed appropriate by the Chief Fire Officer or his/her deputy. The location of the training and the frequency of the drills shall be as decided by the Council at its absolute discretion.

The level of training to be successfully undertaken by the retained firefighter shall be such as to enable him/her to carry out competently and effectively the various operations required in Offaly Fire Service, including the operation of communications systems, driving appliances and vehicles and the operation of pumps, lifts, escapes, rescue and emergency equipment, hydrant testing, etc., and such other matters and requirements as may arise from time to time.

The person appointed shall carry out such duties relating to Offaly Fire Service as may be assigned to him/her by the Chief Fire Officer, or a Senior Fire Officer deputising for him/her, as follows:-

* Attend at fires and other emergencies, drills, displays, etc., at such times and for such periods as required by Offaly Fire Service;
* Operate in accordance with such rostering arrangements as exist, or as may be arranged by the Council from time to time;
* Attend formal training courses organised by, or on behalf of Offaly County Council. Consent for release for duties should be submitted from employer;
* Comply with such grievance/disciplinary procedure as may be in force from time to time;
* Perform such other duties as may be assigned from time to time by the Chief Fire Officer, or by a Senior Fire Officer deputising for him/her, on behalf of the Council.
* Notwithstanding such other disciplinary action which the Council may apply, failure to attend or participate in 85% of the drills in any quarter of a year shall have the result that the retained firefighter shall forfeit his/her right to payment of the retaining fee for that quarter. Subsequent failure to attend 85% of drills in a quarter of a year, without good cause, shall result in termination of employment at the absolute discretion of the Council. The level of training to be successfully undertaken by a retained firefighter shall be such as to enable him/her to carry out competently and effectively the various operations required in the fire service including the operation of communications systems, driving appliances and vehicles and the operation of pumps, lifts, escapes, rescue and emergency equipment, hydrant testing, etc., and such other matters and requirements as may arise from time to time.

**4.** **Residence/Work Base**

The residence and normal place of work of each retained firefighter shall be within a distance from the fire station acceptable to the Council.

Satisfactory written evidence from employer must be submitted to the Council agreeing to the availability of the Retained Fire Fighter for training, fire and other calls, drills and such other duties as a retained firefighter may be required to perform.

* Change of residence or workplace shall be notified in writing to the Chief Fire Officer, Offaly Fire Service and the Senior Executive Officer, Human Resources, Offaly County Council. Satisfactory written evidence from any new employer must be submitted agreeing to release for training, fire and other calls, drills and such other duties as a retained firefighter may be required to perform.

**5. Work Base & Location of Fire Brigade**

The normal place of work of each retained firefighter shall be within a distance from the fire station, acceptable to the Council.

A retained firefighter shall report for duty to the fire station in its present location or in the event of change of location, to such new location that may be decided by the Council. Changes in the location of a fire station will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**6. Probation & Training**

There shall be a period of one year during which the retained firefighter shall be on probation. The period may be extended at the absolute discretion of the Council. The employment of the retained firefighter shall cease at the end of the period of probation, unless the Council is satisfied that the service of such person in that employment has been satisfactory in all respects. The terms of Offaly County Council’s Probation Policy will apply.

A retained firefighter will be required to undertake a Recruit Training course (**3 weeks duration**) without delay in advance of any appointment being made. Your employment with Offaly Fire and Rescue Service is dependent on you passing your medical assessment and then successfully completing this recruit course. Subsequently you will be required to undertake a Breathing Apparatus Wearers course following appointment or any other course that the Council may consider necessary. Failure to successfully complete the Breathing Apparatus Wearers course will result in termination of employment.

**7. Single Public Service Pension Scheme**:

The Single Public Service Pensions Scheme, as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is **compulsory** for all Retained Fire service personnel who are deemed to be **new entrants for the purpose of the Single Scheme** and who commence employment on or after 1 January 2013.

Any Retained Fire-fighter who is a member of the Single Public Service Pension Scheme will not be eligible to avail of the gratuity arrangements for Retained Fire-fighters at retirement as Retained Fire-fighters are only entitled to be considered for this gratuity if they are not members of the Local Government Superannuation Scheme.

The Single Scheme is not service-based, but rather based on pensionable earnings in each year. Pensionable remuneration will be based on actual pay earned, excluding overtime and non-pensionable emoluments (if any). The accrual rates to apply to the resulting amounts will be the standard rates as set out in the Single Scheme legislation. The superannuation contribution rates will also be the standard rates:

* Contribution rates of 3% of pensionable remuneration plus 3.5% of net pensionable remuneration (weekly amount earned less twice the weekly rate of State Pension (Contributory) – prorated in line with full time where the number of hours pay for the week amounts to less than 39 hours.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

**8. Retirement Age**

The normal retirement age for retained firefighters is 55 years with the option to continue working to the age 60 years, subject to compulsory medical assessment. Retained firefighters will cease to hold employment sooner if found medically unfit to continue.

**9.** **Taking Up Appointment**

Offaly County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**10. Recruitment**

A local authority may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview shall be determined by the local authority from time to time, having regard to the likely number of vacancies to be filled.

Candidates will be required to undergo a practical fire fighter suitability test in addition to a literacy and numeracy test. Only successful participants in these tests will be permitted to proceed further in the competition and recruitment process. Selection will be by means of an interview conducted by or on behalf of the local authority. Candidates will be required to pay any expenses incurred by them in attending the said interview and test.

Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualification declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise.

The successful candidate will be required to undertake a Recruit Training course (**3 weeks duration**) without delay in advance of any appointment being made. Your employment with Offaly Fire and Rescue Service is dependent on you passing your medical assessment and then successfully completing this recruit course. Subsequently you will be required to undertake a Breathing Apparatus Wearers course following appointment or any other course that the Council may consider necessary. Failure to successfully complete the Breathing Apparatus Wearers course will result in termination of employment.

**11. Driving Licence**

Possession of a Class C Driving Licence would be an advantage though not essential for recruitment. You shall however hold a full driving licence for Class B vehicles and obtain Category C within eighteen months from the date of appointment or sooner if required and be prepared to drive such vehicles as the Council may require in the performance of your duties.

### 12. Health

For the purposes of satisfying the requirements as to health, candidates must undergo such medical examinations (which may include x-ray, physical fitness test and/or other special tests) as the Council considers necessary. The medical examiner(s) will be nominated by the Council. Candidates must comply, at their own expense with such remedial requirements as the Council considers necessary.

In the course of their employment and whenever requested by the Council, retained firefighters must undergo medical examinations of the kind referred to above and comply at their own expense with such remedial requirements as the Council considers necessary. Employment will not be continued in any case where as a result of such examinations, the medical examiner considers that the retained firefighter is medically unfit to continue.

Candidates shall be required to submit details of their medical history to the Council's medical advisor. The information will be treated in the strictest confidence.

Retained firefighters have an obligation to inform the employer of any significant changes in their medical profile which could present an unacceptable risk.

**13. References/Documentary Evidence**

Each candidate may be required to submit, as references the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former employer.

Candidates may be required to submit documentary evidence to the local authority in support of their application.

Each candidate must give their permission for any enquiries to be made to establish such matters as qualifications, experience, character and for the release by other people, agencies, Garda or organisations of such information as may be necessary to Offaly County Council for that purpose. This may include enquiries from past/present employers and the submission of the application is taken as consent to this.

**14. Garda Vetting**

This post is subject to Garda Vetting and there being no disclosure of convictions which would render the candidate unsuitable to work with children/vulnerable adults. This process will be completed prior to appointment. The candidate will be required to complete and return a Garda Vetting form should they come under consideration for appointment.

**15. Receipt of Application Forms**

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

**16. Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate’s favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

**17**. Offaly County Council is an equal opportunities employer.

**18**. Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense

**Offaly County Council**

**Aras an Chontae, Charleville Road, Tullamore, County Offaly**

**Tel: (057) 93 46800 Fax: (057) 93 46868**

**Web:** [**www.offaly.ie**](http://www.offaly.ie) **e-mail:** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie)

**Application for the Post of:**

**RETAINED FIRE FIGHTER**

**BIRR, CLARA & FERBANE**

**FIRE BRIGADES**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 pm on Thursday 18th July 2024**

**IMPORTANT CHECKLIST AND NOTES:**

* **One fully completed copy of this application form with supporting qualifications** should be submitted by email to [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) or posted to the Senior Executive Officer, Human Resources Section, Offaly County Council, Áras an Chontae, Charleville Road, Tullamore not later than **4.00 p.m. on Thursday the 18th of July 2024 .** If emailing your application, please send with the subject line as: Retained Fire Fighter – “First Name, Surname”
* Responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department of Offaly County Council.

* Candidates who send their application by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. Allegations that any application form or letter relating to it has been lost or delayed in the post will not be considered by the Council unless a Post Office Certificate of Posting is produced in support of such allegations. Responsibility to make contact with An post regarding any delays rests with the applicant.
* Before you return the form please insure that you have completed all sections and that you have signed the declaration at the end of the form.
* You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.

* Original certificates will be required prior to any appointment.
* Applications may be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.
* Canvassing by or on behalf of the applicant will automatically disqualify.

**Note:** Please return **only** the Application Form Section and Retain the Information Booklet for your own records

|  |  |
| --- | --- |
|  |  |
| A green text on a black background  Description automatically generated **Aras an Chontae, Charleville Road, Tullamore, County Offaly**  **Tel: (057) 93 46800 Fax: (057) 93 46868**  **Web:** [**www.offaly.ie**](http://www.offaly.ie) **e-mail:** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) |

**APPLICATION FOR THE POST OF:**

**BIRR, CLARA & FERBANE**

**FIRE BRIGADES**

**Closing Date for receipt of applications: 4.00pm Thursday 18th July 2024**

**Please select the Fire Brigade you would like to be assigned to:**

|  |  |
| --- | --- |
| Birr Fire Brigade |  |
| Clara Fire Brigade |  |
| Ferbane Fire Brigade |  |

|  |  |
| --- | --- |
| **SECTION A – PERSONAL DETAILS** | |
|  | |
| **Surname:** BLOCK CAPITALS | **Forename (s):** BLOCK CAPITALS |
| **Address for correspondence purposes:**  BLOCK CAPITALS | **Contact Details:** |
|  | **Home Telephone:** |
|  | **Work Telephone:** |
|  | **Moblie Tel Number:** |
| **Eircode:** | **E-mail Address:** |
|  |  |
| **Please state distance from Firestation to**  **(a) Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **(b) Place of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_** |

Have you obtained your present employer’s consent to release you for fire fighting duties and training if your application is successful?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Written consent must be submitted with this form)

|  |
| --- |
| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION/OTHER QUALIFICATIONS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications\*** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

**Training Courses Undertaken:**

|  |
| --- |
|  |

**membership of professional institutions:**

|  |
| --- |
|  |

|  |
| --- |
| **SECTION C – EMPLOYMENT RECORD** |

*Please give below, in date order* ***(starting with your current employer)*** *full details of all employment between the date of leaving school or college and the present dates. Please do not leave any period between these dates unaccounted for.*

***If necessary, continue on a separate sheet, setting out the information in the same manner as below.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

**SECTION D – DETAILS OF RELEVANT EXPERIENCE**

***RELEVANT EXPERIENCE:***

Please provide details of any particular experience or aspects of your career to date which you see as being most relevant to the position applied for:

***ACHEIVEMENTS/SUPPORTING INFORMATION:***

Please outline any particular achievments or supporting information you consider relevant to your application:

|  |  |  |
| --- | --- | --- |
|  | | |
| **SECTION E – ADDITIONAL INFORMATION** |

***REFEREES:***

Give names and addresses of two responsible persons, to whom you are well know but not related (if you are or have been in employment, referees should be existing or fromer employers)

***Please complete in BLOCK CAPITALS***

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number***  ***Email Address*** |  |
| ***Nature of Relationship:*** |  |
|  |  |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number:***  ***Email Address*** |  |
| ***Nature of Relationship:*** |  |

Have you any objections to the County Council contacting your present and/or pervious employers ?

**Yes/ No**

If successful, when could you take up duty?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you in receipt of superannuation allowance in respect of previous employment in the Public Service?

**Yes/ No**

If yes, please give details of pension and date granted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntry redundancy/early retirement from the local authority or other Public Service Orgnaisation by which you were employed? **Yes / No**

If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current full Driving Licence? **Yes/ No** If yes, please specify classes:\_\_\_\_\_\_\_\_\_\_\_\_ **\* Please submit copy of licence with application form**

Please state where you heard about this job vacancy?

Newspapers (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualifaction or render me liable to dismissal, if employed. I hereby authorise Offaly County Council to seek any additional information they may require in connection with my application for the post.

Failure to sign application will render it invalid. .

**Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Should you wish to have your application form acknowledged, you should complete the return slip hereunder in capital letters and return with your completed application form. Upon receipt of your application form, this return slip will be forwarded to you, as acknowledgement.

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Dear Sir/Madam,

Please note that your application form for the post of Retained Firefighter has been received by Human Resources Section, Offaly County Council.

Yours faithfully

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

Senior Executive Officer

Human Resources