

APPLICATION FORM

Fitter Turner/Armourer In An Garda Síochána

JOB APPLICATION FORM

NAME: _____

APPLICANT NUMBER: _____
(FOR OFFICE USE ONLY)

Only Typed Application Forms Will Be Processed

To be filled in by Selection Board/HR&PD Staff only

Short-list: N/A ☐ Call for interview: ☐ Does not meet interview criteria: ☐

Board result :

Selected ☐ Successful, placed on list ☐ Unsuccessful ☐ Withdrawn ☐

**Application for Post of
Fitter Turner/Armourer - Garda Rank**

| | |
|--|--------------------------|
| Name: | Applicant Number: |
| Contact Details: Mobile No: Landline No: Email: | Date of Birth: |

Educational Qualifications:

Education and other Qualifications:

- (a) Please list in chronological order commencing with Secondary Level, the names of Schools, Colleges you have attended:

| Name of School / College | Full Postal Address | Year From To | Name of Course and overall Grade achieved |
|-----------------------------|------------------------|----------------------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- (b) Are you qualified in any other Trade/Profession? **Yes/No**

If “Yes” give details:

- (c) Do you speak/read any other languages? **Yes/No**

Please list details below:

| Language | Level of Competency |
|----------|---------------------|
| | |
| | |

Name: _____

Applicant Number: _____

Please provide details of Experience as a Fitter Turner/Armourer:

Name: _____

Applicant Number: _____

Particulars of Employment:

(a) Please provide details of your present employer, if applicable:

| | | |
|--|-----------------|---------------------------|
| <ul style="list-style-type: none"> • Full Name • Postal Address • Phone number • Email address | Job Description | Date commenced Employment |
| | | |

(b) Please provide, in chronological order, details of all **previous** employers (including **part-time** employment) for the last 10 years, if applicable:
(Please account for any gaps in employment)

| <ul style="list-style-type: none"> • Full Name • Postal Address • Phone number • Email address | Job Description (Roles and Duties) | Dates employed | | Reason for leaving |
|--|---------------------------------------|----------------|----|--------------------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Name: _____

Applicant Number: _____

- (c) Are you now or have you previously served in the Military, Armed or Defence Forces?

Yes/No

If yes please provide details of service:

| Stations / Postings in which you served within the Armed Forces (if applicable) | | |
|--|---------------|--------------------------------|
| Posting | Period | Duties/Responsibilities |
| | | |

| Details of any Commendations, Medals, Awards | | |
|---|-------------|------------------------------|
| Type of Commendation | Date | Circumstances/Details |
| | | |

Name: _____

Applicant Number: _____

Competencies:

1. Planning and Organising.

Definition: Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.

Example:

Example:

Briefly describe how the example above demonstrates your strengths regarding the competency concerned and outline what you have learned from the example.

Name: _____

Applicant Number: _____

2. Problem Solving

Definition: Gathers information from a range of sources. Analyses information to identify problems and issues and makes effective decisions:

Example:

Example:

Briefly describe how the example above demonstrates your strengths regarding the competency concerned and outline what you have learned from the example.

Name: _____

Applicant Number: _____

3. Personal Responsibility

Definition: Takes personal responsibility for ensuring tasks are completed and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.

Example:

Example:

Briefly describe how the example above demonstrates your strengths regarding the competency concerned and outline what you have learned from the example.

Name: _____

Applicant Number: _____

4. Teamwork

Definition: Develops strong working relationships inside and outside the team/unit to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions.

Example:

Example:

Briefly describe how the example above demonstrates your strengths regarding the competency concerned and outline what you have learned from the example.

Name: _____

Applicant Number: _____

5. Effective Communication in English

Definition: Communicates ideas and information effectively in English both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed. Makes sure that others understand what is going on.

Example:

Example:

Briefly describe how the example above demonstrates your strengths regarding the competency concerned and outline what you have learned from the example.

Name: _____

Applicant Number: _____

Knowledge, Skills, and Experience

Please give details of your relevant knowledge, skills, and experience which demonstrate your suitability for this position.

Please refer to the Role Profile and provide a brief outline of your qualifications and/or experience under each section specified below.

Candidates should highlight their qualifications/experience relevant to their preferred sections to support their application.

| | |
|--------------------------|--|
| Essential Qualifications | |
| Desired Qualifications | |
| Essential Experience | |
| Desired Experience | |

The above content is a true reflection of my competencies, qualifications and experience.

Signature: _____

Date: _____

Completed application form, **original** qualifications/certificates and a **copy** of your full Class B Irish driving licence or equivalent must be forwarded to Appointments Office, Garda Headquarters, Phoenix Park, Dublin 8, DO8 HN3X to arrive not later than **4pm on Thursday 6th July, 2017**. You may be required to provide your original driving licence at a later stage.

Please do not include this page when forwarding your form

Applicant Guide

Instructions for Applicant

This guide will assist you in completing the application form that will feed into your evaluation for appointment to the post.

The role has been analysed and five competencies have been identified as core to the role concerned.

The following are the Competency Areas that relate to the role:

- **Planning and Organising**
- **Problem Solving**
- **Personal Responsibility**
- **Team-work**
- **Effective Communication**

How is this form set out?

This form asks you to write about your skills/abilities on the competencies. On each competency you are asked to describe one specific example from your own experience showing your skills and abilities.

1. Read the definition to get a good understanding of the competency.
2. Select and write about an example that illustrates how you have used these skills in the competency in a specific situation. Be sure to be concise yet informative. Base the example in the last 24 months, to ensure the evidence is as recent as possible.
3. Briefly describe how the example you have given demonstrates your strengths on this Competency and what you have learned.

What are the Objectives of the Application form?

1. For you to evaluate your experiences and strengths in the key areas defined as being crucial to the role.
2. To help prepare you for the interview. (NB: In the interview, you may be asked for additional examples to the ones you have supplied in the Application Form).