



An tSeirbhís um Cheapacháin Phoiblí Public Appointments Service

Candidate Information Booklet

GARDA TRAINEE 2023

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

Closing Date: 3:00pm Friday 14th April 2023

Campaign ID: 23119407

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.

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

URL: www.publicjobs.ie

Email: GardaTrainee2023@publicjobs.ie

COMPETITION OVERVIEW

Salary: Garda Trainees will receive an allowance of €184 per week for the 33 weeks leading to attestation. Accommodation and food is provided by An Garda Síochána while resident in the Garda College. Garda Trainees attest after 33 weeks and move onto the first point of the Garda incremental pay scale of €34,572.00.

Further information can be found on pages 21-22 of this booklet.

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 provides the foundations to policing and will be for a period of 33 weeks (or such period of time as the Garda Commissioner may determine). Stage 1 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 Foundation Training Programme can be found on page 17 of this booklet.

SELECTION PROCESS – carried out by the Public Appointments Service

Stage 1

This will consist of a number of tests which will be completed online. The tests can be taken at any time during the testing window. We recommend taking the tests on a laptop or pc.

Further information can be found on Page 10 of this booklet.

Stage 2

Those candidates who are successful at Stage 1 will be invited to the next stage in order of merit.

Further details regarding this stage will be provided later in the process, as required.

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 as set out on page 4 and 5 of the information booklet, your name and contact details that you provided on your application form will be forwarded to An Garda Síochána. You will be invited to undergo a PCT (Physical Competency Test) in Templemore, Co. Tipperary approximately 2 weeks after your name has been received by An Garda Síochána.

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.

Further information can be found on pages 14-16 of this booklet.

INTRODUCTION

An Garda Síochána is the national police service of Ireland, with approximately 14,000 Garda members, 3,400 Garda staff and 450 Garda Reserve members - a total workforce of almost 18,000. The mission of An Garda Síochána is “Keeping People Safe”.

An Garda Síochána is 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. An Garda Síochána is in and of the community and community policing is the key to and at the core of the ethos of the Organisation.

1. Garda Trainee Recruitment Competition 2023

The Government has approved an overall vision for the Garda workforce to bring the strength of the service to 15,000 Garda members, 4,000 Garda staff and 2,000 Reserve Gardaí. As well as investing in its people, the Organisation will invest in ICT infrastructure and equipment. Funding was provided in Budget 2023 for building stronger, safer communities; supporting and strengthening An Garda Síochána and also toward supporting victims of Crime and Domestic, Sexual and Gender-Based Violence. This included provision for the recruitment of up to 1,000 additional Garda Trainees.

An Garda Síochána is a dynamic organisation in which staff members can enjoy a rewarding and worthwhile career of service to the communities and people of Ireland.

Reflecting the Diversity of Irish Society

The Commission on the Future of Policing in Ireland calls for a reflection of the diversity of Irish Society within An Garda Síochána, “diverse not only in gender and ethnicity, but also in socio-economic, educational and geographical background”. We welcome applications from any and all backgrounds with a view to reflecting the increasing diversity of Irish society in 2023 and beyond.

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

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

There is no requirement to have a degree prior to entering An Garda Síochána as a Garda Trainee, however 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 will consider, subject to operational, health and safety requirements alterations to the Garda uniform policy to take account of religious and ethnic 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 \(Statutory Instrument 602 of 2020\)](#) and the [Garda Síochána \(Admissions and Appointments\) \(Amendment\) Regulations 2021 \(Statutory Instrument 757 of 2021\)](#) 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.

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 35 years of age at midnight on Friday, 14th April 2023
- (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;

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.

- (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. Candidates who are unable to show that they hold the required qualifications 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.

4. Application Streams

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

- (i) General
- (ii) Proficiency in the Irish Language
- (iii) Eligible Serving Garda Reserve Members.

If eligible, candidates may opt to apply for one or more streams.

5. 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.

6. Serving Garda Reserve Members Stream

Reserve Gardaí give their time on a voluntary basis to support the work of An Garda Síochána within the community. They have undergone training in many of the skills required to perform their duty as valued members of community policing or regular units delivering proactive, high visibility policing which contributes to keeping people safe. In recognition of this a separate stream is being held for serving Reserve Gardaí who, by the closing date 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
- (iv) fulfil the Conditions for Entry as set out at paragraph 3 above

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 Reserve Garda 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.

Further information regarding a Garda Reserve Verification Form, will issue directly to you by email shortly after the closing date. Applicants will be required to complete the form, and have it signed by their Divisional Officer and forwarded to the Appointments Office in Garda Headquarters within a specified timeframe.

Failure to return the Garda Reserve Verification Form in the timeframe specified will result in your application for the Serving Garda Reserve Member Stream not receiving any further consideration.

7. The Application Process

- 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.
- To apply, candidates must have a “User Account” on 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, complete and submit it**. Only fully completed applications, submitted by the closing date, will be accepted.

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 GardaTrainee2023@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 they have submitted your application form, you should return to your Publicjobs account and confirm that it has been successfully submitted via 'My Applications'. **Persons who do not meet the conditions set out for this competition should not apply as it will put them to unnecessary trouble and expense.**

How to Apply

The onus is on the candidate to select the correct competition stream(s).

Click on the button 'Apply now' to access the application web form. This button is located at the end of the job posting page for Garda Trainee 2023 on www.publicjobs.ie. You must complete the application web form in full and click the submit button.

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 to your safe senders or contact list within your email account to avoid not receiving emails because a *Publicjobs* email has been blocked.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, **please check your Junk/Spam folders as email notifications may sometimes be filtered into these email folders (or "Promotions" in the case of Gmail)**. In the event that the acknowledgement is still not received, please email GardaTrainee2023@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.

Only fully completed applications submitted will be accepted into the competition. **Applications will not be accepted after the closing date/time. Only one application per person is permitted.**

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 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. 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.

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 **Friday, 14th April 2023**. You should email a scanned copy of the report to 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 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. 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. 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 Friday 14th April 2023**. 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 an acknowledgement of receipt of your application within two working days of applying, please contact GardaTrainee2023@publicjobs.ie.

8. 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

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.

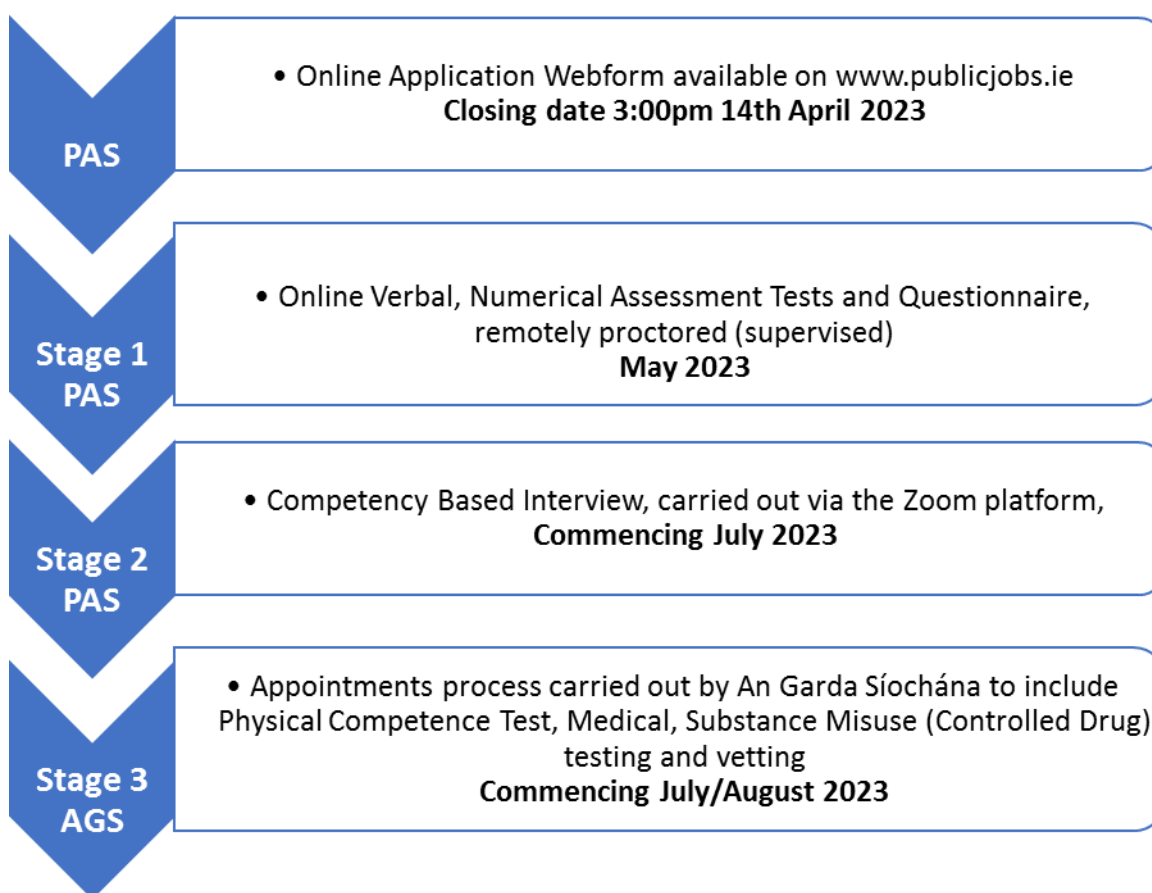
The selection process for this competition will comprise a number of elements. These may include one or more of the following:

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

In line with ongoing and changing government guidelines for public safety, 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.

Overview 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.



Key Dates

DATE	STAGE
3:00pm on Friday 14th April 2023	Closing time and date for receipt of application forms.
May 2023	Stage 1 - On-line Assessment Tests
July 2023	Stage 2 - Interviews Initially the top group of candidates from Stage1 will be invited to Interviews in July 2023. Further groups may be invited from time to time as required.
July/August 2023	Stage 3 - An Garda Síochána Appointment Process This will commence for those successful at Stage 2 in the Public Appointments Service from July/August 2023. Physical Competence Test/Medical/Substance Misuse (Controlled Drug) Testing and Vetting.

It is envisaged that successful applicants from this campaign may be considered for intakes into the Garda College during 2023 and 2024.

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.

Stage 1

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.

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.

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 May 2023. This link will allow you access to all tests.

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

9. Physical Competence Test (PCT)

Applicants are expected to be aerobically fit in order to safely undergo training and to subsequently carry out the duties assigned to them as a Garda. All applicants will undergo a Physical Competence Test as part of the application process and their subsequent training. Applicants must pass all elements of the test and there is strictly no deviation from the format of the test. Successful applicants must maintain their fitness during the Foundation Training Programme, and Physical Competence Tests will be undertaken during the Programme. Failure to maintain the required levels of fitness during training will be a breach of contract and constitute a termination of contract. A demonstration video and detailed information regarding the Physical Competence Test are available on the Garda [website](#).

An Garda Síochána has a derogation under Part 5 of the Disability Act 2005.

10. Medical Examination

Subject to undergoing a comprehensive screening process by the Public Appointments Service to establish their general suitability (vetting also checks suitability) and successfully completing the Physical Competence Test (PCT), applicants shall also be required to undergo a detailed medical examination by a Registered Medical Practitioner nominated by the Commissioner of An Garda Síochána.

If you have any current or pre-existing health condition(s), it is **NECESSARY** you have available for the examination relevant clinical reports from your treating doctor(s) to be considered on the day. This shall expedite the medical assessment process and hence the progress of your application. You shall be required to provide consent and contact details for your doctor(s) on the day to facilitate communications as necessary.

General medical requirements are as follows:

- A good standard of general mental and physical health (full disclosure of medical history is necessary and shall be reviewed as part of the medical examination).
- Weight within normal (non-underweight and non-obese) limits (ideal BMI is 18.5 to less than 25). Candidates whose BMI is outside these parameters shall be assessed with additional validated indicators in order to exclude significant clinical abnormalities and to inform decision on fitness.
- Eyesight - good levels of vision (minimum distance vision of 6/18 on both eyes that can be corrected to 6/9 and 6/12 or better with glasses or contact lenses if necessary).
- Hearing - good level of hearing without a hearing aid.

The following tests shall also be carried out on the day:

- Eyesight test – An unaided eyesight test will be carried out on the day (glasses/lenses to be removed one hour prior to testing).
- Hearing test - normal conversational hearing and hearing thresholds on audiometry testing without a hearing aid.
- Urine testing for routine clinical screen.
- Manual peak flow reading.

- Blood pressure and pulse check.

Current, pre-existing and previous medical and mental health conditions may be a bar to meeting the required medical fitness standards but these conditions and history shall be assessed on a case-by-case basis by the examining doctor; this may require provision of additional reports or clarifications from the applicant's treating doctor(s).

11. Substance Misuse (Controlled Drug) Testing

Substance Misuse (Controlled Drug) testing may form part of the Garda Trainee selection process. It is mandatory for all candidates to participate in the testing process, once it is introduced, and any positive result as a consequence of testing will result in no further advancement in the competition.

12. Vetting

As a modern and progressive policing service, An Garda Síochána demands that all employees possess the highest level of professional and ethical standards.

Pre-employment vetting checks are therefore an essential part of the selection process for Garda Trainees. Applicants who are deemed successful at Stage 3 (interview) will be required to provide detailed information to enable their Vetting Checks to be completed. The onus is on the candidate to provide relevant and accurate information within the required timeframe. Candidates who fail to do so will be deemed to have withdrawn their candidature.

You can expect that your suitability to join An Garda Síochána will be subject to rigorous and extensive Vetting Checks which may include:

- Criminal record checks on you and your extended family
- Security and Intelligence checks on you, your extended family and your network of influence
- Checks for fines, fixed penalty notices and formal cautions
- Checks on your social media profiles.

Honesty and Integrity are key ethical standards expected of all Garda personnel and you must therefore declare:

- Any criminal convictions issued by any Irish or International court.
- Any criminal convictions which may be considered spent in Ireland or abroad.
- Any past criminal offences or incidents in which you were involved, or investigated for.
- Any formal cautions issued to you by An Garda Síochána or any Police Service.
- Any court orders in which you were subject to, such as barring orders, protection orders etc.
- All pending criminal proceedings, charges or summons currently outstanding against you.
- Any interactions with Garda/Police/Defence Forces in any jurisdiction, including any interaction under the Juvenile Liaison Officer scheme (JLO), regardless of the outcome.

Failure to disclose fully and truthfully any interaction regardless of the outcome of the above may result in your application receiving no further consideration.

As we will conduct robust criminal records and security checks recorded against your extended family, you should notify them that these will be carried out by An Garda Síochána. Please note that for GDPR reasons, we will not disclose the results of same to you.

The rigorous and extensive vetting checks will be conducted, in a fair, balanced and proportional manner.

13. Eligibility

Success through to any stage of the selection process is not to be taken as an indication that the Garda Commissioner considers a person as fulfilling the full range of essential requirements, and is not a guarantee of acceptance as a Garda Trainee.

In accordance with the provision of [Article 5\(2\) of An Garda Síochána \(Admissions & Appointments\) Regulations, 2013](#), as amended by the [Garda Síochána \(Admissions and Appointments\) \(Amendment\) 2020 \(Statutory Instrument 602 of 2020\)](#) and the [Garda Síochána \(Admissions and Appointments\) \(Amendment\) Regulations 2021 \(Statutory Instrument 757 of 2021\)](#) (or any amendments to those Regulations for the duration of the campaign), and notwithstanding any other provision of these Regulations, the Commissioner shall not admit a person for training as a member of the Garda Síochána with a view to his or her subsequent appointment and enrolment as a member unless it appears to the Commissioner that the person is generally suitable for such admission.

Success at all stages of the recruitment process does not guarantee an offer to commence training. Failure to fully declare information as requested at various stages in the selection process will render an applicant ineligible to commence training.

It is important therefore for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before undertaking assessments. If you do not meet these essential entry requirements but nevertheless attend for assessment you will be putting yourself to unnecessary expense.

Applicants who do not, when requested, furnish such evidence as the Public Appointments Service/An Garda Síochána require in regard to any matter relevant to their candidature, or do not complete the obligatory selection test(s)/Medical and/or Physical Competence Test at the time(s) and place(s) appointed shall, unless the Public Appointments Service/An Garda Síochána in their absolute discretion decide otherwise, be deemed to have withdrawn their candidature.

Expenses incurred by an applicant participating in any of the selection procedures, or on first reporting for training, are not borne by public funds.

14. Foundation Training Programme

The Foundation Training Programme is the initial training and development programme for newly recruited Garda Trainees and Probationer Gardaí in An Garda Síochána, and incorporates the training required to perform the role and functions of a Garda in an efficient and effective manner.

The Foundation Training Programme is the platform for all other learning and development in the Garda Organisation.

The Foundation Training Programme encapsulates three important areas of learning and development, which are monitored and assessed over the duration of the Programme. These three areas are:

1. BA in Applied Policing – the Programme incorporates a Bachelor of Arts Degree in Applied Policing Skills. The BA in Applied Policing Skills takes approximately two years to complete and is divided into three separate Phases.
2. Operational efficiency and effectiveness – When Garda Trainees and Probationer Gardaí are allocated to operational Garda Stations their operational efficiency and effectiveness is assessed. The operational performance of each Garda Trainee (Phase I) and Probationer Garda (probationary period on Phases II and III) is assessed to consider their suitability to perform the roles and functions of a Garda member in an efficient and effective manner.
3. Conduct and behaviour – As an organisational imperative, careful consideration is given to assess the overall suitability of Garda Trainees and Probationer Gardaí in relation to their conduct and behaviour throughout the duration of the Programme. The Programme assesses how Garda Trainees and Probationer Gardaí adhere to the ethical standards, values, integrity and professionalism required of members of An Garda Síochána.

The Foundation Training Programme commences when a successful applicant is accepted by the Commissioner as a Garda Trainee and concludes following the successful completion of the probationary period when the Garda Commissioner confirms the applicant in their appointment as a member of An Garda Síochána.

The Programme incorporates a BA in Applied Policing Skills, which contains three Phases of training. Upon successful completion of Phase I, Garda Trainees are attested as members of An Garda Síochána and commence their probationary period (normally two years from attestation) in accordance with the provisions of the Admissions and Appointments Regulations. The probationary period provides a period to assess the suitability of the Probationer Garda to perform the roles and functions of a Garda prior to confirmation in their appointment as a Garda. Following attestation, Probationer Gardaí complete Phase II and Phase III of the Programme. The Foundation Training Programme timelines may be subject to extensions as deemed appropriate.

The academic and skills element of the Programme contained in the BA in Applied Policing Skills is delivered using a problem-based learning approach. The BA in Applied Policing develops learning in topics such as legislation, Garda policy, practices and procedures, Irish language, community policing, police craft, self-defence and physical training. During the training programme Garda Trainees and Probationer Gardaí require attributes of resilience, motivation, dedication, physical and mental fitness, strong ethical values and commitment. These attributes are required to meet the demands of the programme and ensure candidates have the ability to partake in training, including the physical demands of the programme.

The following provides an overview of the three Phases of the BA in Applied Policing, which are contained within the Foundation Training Programme:

Phase I

During Phase I, there are academic components within the BA in Applied Policing Skills, in addition to the monitoring of conduct, behaviour and operational performance. Phase I is divided into three Stages and normally takes approximately eight months to complete. During Phase I training, Garda Trainees are under the direct control of the Chief Superintendent, Director of Training and Continuous Professional Development, Garda College, Templemore, Co. Tipperary.

Phase I, Stage 1 provides the foundations to policing, with an insight into the role and function of a Garda, and provides the initial training towards becoming an operational Garda. Stage 1 is a mandatory residential training component, normally conducted on a Monday to Friday basis.

Phase I, Stage 2 is the experiential, observational learning stage, with Garda Trainees allocated to operational Garda Stations. During Stage 2, Garda Trainees experience on-the-job training and experience policing as observers, in an assisting capacity. In this Stage, Garda Trainees get the opportunity to observe in practice the training from Stage 1 and further develop from experiencing live practical policing situations as they arise. Stage 2 requires the completion of a personal development log as the stage progresses.

Phase I, Stage 3 is the capstone stage of Phase I, with Garda Trainees returning to the Garda College for residential and digital training. Stage 3 provides the learning and development to enable Garda Trainees to complete summative assessments to demonstrate competence prior to attestation and becoming efficient operational members of An Garda Síochána.

On commencement of Phase I, Garda Trainees are required to sign a Garda Trainee Contract. The Phase I training period may be extended for longer periods as the Chief Superintendent Director of Training and CPD, Superintendent Foundation Training or the Garda Commissioner so directs. On successful completion of Phase I training, Garda Trainees are attested to An Garda Síochána and will progress to Phase II of their training as Probationer Gardaí.

Phase I training incorporates two weeks of annual leave dispersed during and after Phase I as deemed appropriate, which is subject to operational demands and the exigencies of the Garda Organisation.

Phase II

Phase II is an operational placement, with Probationer Gardaí allocated to Garda Stations. Phase II continues the academic and skills programme of the BA in Applied Policing Skills, the monitoring and development of conduct and behaviour, and continues the assessment of operational efficiency and effectiveness. During Phase II, Probationer Gardaí will work alongside other Gardaí who will assist and support them in their training and development. During Phase II, Probationer Gardaí will progress to operate as independent members of An Garda Síochána.

As attested members of An Garda Síochána, Probationer Gardaí will be subject to the applicable pay, conditions, entitlements and responsibilities as per the terms of their employment as a member of An Garda Síochána.

Phase III

Phase III continues the operational placement, with Probationer Gardaí continuing to be allocated to Garda Stations. Phase III continues in the assessment of all three elements of the Foundation Training Programme; namely, academic and skills assessments within the BA in Applied Policing Skills, monitoring of conduct and behaviour, and finally an assessment of their operational efficiency and effectiveness. Probationer Gardaí must satisfy the Garda Commissioner of their suitability and competence under all three elements in order to become confirmed in their appointment as members of An Garda Síochána. During Phase III, Probationer Garda will work autonomously as independent Gardaí, while continuing in their training and development.

Academic and Professional Assessment

Throughout the Foundation Training Programme, Garda Trainees and Probationer Gardaí shall be subject to examinations and professional assessments. Participation in all examination subjects, professional and physical fitness assessments, and all components of the Foundation Training Programme is mandatory. Garda Trainees and Probationer Gardaí are required to pass all examinations and assessments during their respective Phases (and Stages on Phase I) in order to progress through the Programme. Any applications or requests for reasonable accommodations in respect of the requirements of the BA in Applied Policing must be sought and submitted in writing to Superintendent Foundation Training prior to commencing Phase I of the Programme. Such applications must be accompanied with supporting medical or appropriate professional reports.

Allocation

Candidates should note that members of An Garda Síochána are required to serve at any Garda Station or centres within the State at the discretion of the Garda Commissioner. Following attestation Probationer Gardaí will be allocated to Garda Stations, which is predicated by the operational needs and resource requirements of the Organisation across the country.

15. Contract

The conditions of service of a Garda Trainee are governed by the training contract entered into between the Garda Commissioner and the Garda Trainee. The training assignment is temporary and will be for a period of 33 weeks or for such longer or shorter periods as the Commissioner of An Garda Síochána may determine.

The Garda Trainee's suitability in all respects for continuation of the training assignment will be under review throughout that period.

The assignment may be terminated:

(a) at the request of the trainee, **or**

(b) by the Commissioner:

(i) where it has been decided that the Garda Trainee is not physically or mentally fit to perform the duties of a member of An Garda Síochána or is not likely to become an efficient and well-conducted member of An Garda Síochána;

(ii) if, at any time, the Garda Trainee is unsuitable for continued training by reason of misconduct.

- (iii) if, at any time, the Garda Trainee is unlawfully residing in the state or where entitlement to reside in the State was obtained by any illegal or unlawful means.

Service as a Garda Trainee will not count for pay or pension purposes should the Garda Trainee subsequently become a member of An Garda Síochána and does not give an entitlement to any superannuation allowance or gratuity on termination of the training assignment.

The training assignment will terminate upon appointment as a member of An Garda Síochána. If, on the expiration of the period of the assignment, the Garda Trainee is not accepted as a member of An Garda Síochána, the assignment will terminate automatically.

16. Conditions of Service

Code of Ethics

In a democratic society, the role of the police is to protect and serve society, keep the peace, enforce the law and ensure the safety of the community. In order to achieve this, An Garda Síochána must enjoy the trust and confidence of the society which it serves. It will gain and maintain this trust by acting, and being seen to act, within the law and by applying the law fairly towards others. For anyone working in An Garda Síochána, this is the starting point for all other commitments.

The Code of Ethics is a statement of the ethical requirements for everyone working in An Garda Síochána and a clear indication to the public of the norms of behaviour that they are entitled to expect. Policing is an honourable profession of which the public expect the highest standards of conduct and practice. Absolute commitment to the Code of Ethics is a requirement for all members of An Garda Síochána, to ensure the trust and support of the public. You will be required to sign a formal commitment to the Code of Ethics when you join the Organisation. For more information click [here](#).

DNA Testing

Candidates should note that An Garda Síochána is bound by the provisions of the Criminal Justice (Forensic Evidence & DNA Database System) Act 2014.

Section 41 of that Act states that DNA Samples shall be taken from Garda Trainees who started their training at the Garda College following the commencement of the Act on 20th November 2015.

Section 41 4 (c) of the Criminal Justice (Forensic Evidence & DNA Database System) Act 2014 outlines that ***'the sample will be used to generate a DNA profile in respect of the person to be entered in the elimination (Garda Síochána) index of the DNA Database System and the effect of such an entry'***.

The taking of such samples is for the purpose, in relation to the investigation of offences, of ascertaining whether that person has contaminated a crime scene sample.

Hours of Duty

Hours of duty will be determined by the requirements of the Foundation Training Programme.

Duties

Such training and work as may be directed from time to time by the Garda Authorities.

Annual Leave

Members of An Garda Síochána at the rank of Garda have an annual leave entitlement of 35 days (which includes public holidays and Good Friday) with a pro rata entitlement for periods of service less

than one year. The number of days annual leave may be subject to change. For members on operational duties, public holidays and Good Friday are to be regarded as normal working days except where they happen to be rostered as rest days.

Discipline

All lawful orders, given either in writing or verbally, by those in authority, must be obeyed. A Garda Trainee must at all times conform to the standard of conduct and discipline required and is obliged to study the *Garda Trainee and Probationer Garda Handbook* and abide by its provisions. Penalties for breaches of any of the provisions of that Code may range from a caution to a termination of programme.

Sick Leave

After three months training, full payment of allowances for a period of up to four weeks may be allowed.

The amount of any benefits payable under the Social Welfare Acts is deducted from the payment during illness.

Uniform and Equipment

The uniform and equipment supplied to the Garda Trainee will remain at all times the property of An Garda Síochána. The Garda Trainee will be responsible for its care and must return it in good condition when required to do so. It must not be used except for authorised purposes and the Garda Trainee will be liable to pay any charge imposed for articles lost or damaged.

Tattoos and Body Art

Tattoos and body art on the face, or visible above the collar, are not permitted. In order to retain a professional image, all other tattoos and body art must be covered while on duty.

Outside employment

The assignment is full-time and the Garda Trainee may not engage in, or be connected with, any outside business or activity which would interfere with the performance of the assignment. If Garda Trainees are engaged in any outside business or activity they must inform the Garda Trainee Office, Garda College in writing. This should include the nature of the outside business or activity, their role, hours/days engaged and all relevant information. Permission to continue engagement in any outside business or activity is a matter for the Superintendent of Foundation Training. The decision of Superintendent Foundation Training can be appealed to the Director of Training and Continuous Professional Development and their decision is final. The onus is on the Garda Trainee to report any outside business or activity and failure to report any outside business or activity may be a disciplinary matter and may include a sanction up to and including termination of contract. Any engagement in any outside business or activity must be fully in compliance with the European Working Time Directive.

17. Pay and Allowances

The pay of all public servants is determined by the Minister for Public Expenditure, NDP Delivery and Reform, in consultation with relevant parties. The rates of pay and allowances are indicative and are therefore subject to change.

Garda Trainees will receive an allowance of €184 per week for the 33 weeks leading to attestation. Accommodation and food is provided by An Garda Síochána while resident in the Garda College.

Garda Trainees attest after 33 weeks and move onto the first point of the Garda incremental pay scale of €34,572. The incremental scale rises to €52,523 per annum after 8 years with two further increments after 13 and 19 years' service which bring the maximum of the pay scale to €58,958 per annum after 19 years. Other allowances may also be payable, including for unsocial hours, as may overtime.

Garda Trainees who do not reach the standard required for progression into each Phase will be required to repeat the Module/Phase, as the case may be, in its entirety. Garda Trainees who fail to reach the standard for progression having been afforded the opportunity to repeat assessments in line with the Garda College Academic Regulations during any of the Modules/Phases, will be deemed unsuitable for a career in An Garda Síochána.

IMPORTANT NOTICE

The above is indicative of conditions of service as a Trainee Garda and is not intended to be a comprehensive list of all terms and conditions governing service as a Trainee Garda which will be set out in the contract to be agreed with the successful candidate(s).

18. 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.

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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

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

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

24. 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 Agree Agree Disagree Strongly Disagree

<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Work for one organisation for your whole career • Build close working relationships with your colleagues • Obey 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 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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