

# An Garda Síochána



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**Open Competition for Appointment to the role of**

## **Stores Officer**

**in Garda National Technical Bureau, Garda Headquarters, Phoenix Park in An  
Garda Síochána.**

Name: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Home/Mobile No: \_\_\_\_\_

Email address: \_\_\_\_\_

**Candidates should note that all communications relating to this competition,  
including the provision of results will issue to the email address provided.**

**Please submit to [HRPD.StaffCompetitions@garda.ie](mailto:HRPD.StaffCompetitions@garda.ie) or post to Garda Staff  
Competitions, HR Directorate, An Garda Síochána, Athlumney House, IDA  
Business Park, Johnstown, Navan, Co Meath, C15 DR90  
not later than 5.00 pm on 24<sup>th</sup> July, 2020.**

**An Garda Síochána**  
**Open Competition for appointment to Stores Officer**

**APPLICATION FORM**

**Section 1: Personal Details**

Title (Mr, Mrs, Ms etc): \_\_\_\_\_

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Current Position: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Correspondence address: \_\_\_\_\_

(if different from above) \_\_\_\_\_

\_\_\_\_\_

Work Phone No: \_\_\_\_\_

Home/Mobile No: \_\_\_\_\_

Email address: \_\_\_\_\_

**Statistical Information\***

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

(If "Yes", please specify) \_\_\_\_\_

\_\_\_\_\_

**Do you possess an up to date Safe Pass card? Yes / No**

**Please provide Expiry Date of your Safe Pass card.** \_\_\_\_\_

**IMPORTANT NOTE:**

**Candidates should note that the information presented in this application form will play a central part of any short-listing process. The decision to include you on the short-list of candidates going forward to Stage 2 of the process may be determined based on the information you supply at this stage. This information may be discussed in more depth, should you be called to interview.**

**Additional documentation provided by the candidate, such as a Curriculum Vitae, will *not* be considered as part of any short-listing process.**

## Section 2: Educational Qualifications

List each qualification and year attained. Start with most recent qualification.

<b>Year obtained and Grade obtained</b>	<b>Full title of Qualification(s) held</b>	<b>Subject(s) in final exam</b>	<b>University, College or Examining Authority</b>
Year:			
Grade:			
Year:			
Grade:			
Year:			
Grade:			
Year:			
Grade:			
Year:			
Grade:			

### Section 3: Career History

Starting with your current role, please give details of current post/responsibilities and prior posts. Give the start date and the end date for each period of employment and include any breaks in employment. Please also indicate if the position was Permanent (P), Temporary (T), Full time (F) or Part-time (PT)

Title of Post	Length of time in post Start Date      End Date		(P), (T), (F),(PT)
<b>Details of post and responsibilities</b>			
Title of Post	Length of time in post Start Date      End Date		(P), (T), (F),(PT)
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Title of Post	Length of time in post Start Date      End Date		(P), (T), (F),(PT)
<b>Details of post and responsibilities</b>			
Title of Post	Length of time in post Start Date      End Date		(P), (T), (F),(PT)
<b>Details of post and responsibilities</b>			

#### Section 4: Statement of Suitability

Please specify what experience, involvements and/or special qualities you have which you believe equip you for the position for which you are applying. Your answer should make reference, but is not restricted, to the criteria listed under **Requirements for the Role** in the information booklet.

## Section 5: Competencies for the grade of Store Officer

Applicants should have all the attributes required of an Store Officer and in particular they must demonstrate, by reference to specific examples from their career to date, that they possess or have the capacity to acquire the qualities, skills and knowledge as identified in the competencies below. For each competency, briefly set out what you consider to be a good example of how you demonstrated key strengths and skills in these areas. Your example should include a brief description of the nature of the task/problem, your specific involvement, and the outcome. *(Maximum of 300 words per competency)*

### 1. Knowledge and Experience of Stores

Ability to effectively run the logistics of stock/inventory, including but not limited to, validating requests for stock and issuing supplies with particular attention given to careful recording of information and data (GDPR). Knowledge and experience of Tendering and Procurement in line with legislation and guidelines. Maintenance of accounts, including but not limited to, invoicing and processing of payments. Knowledge base of legislation governing Finance, Tax, Procurement and Tendering. Ability to implement quality and efficient management information systems. Experience of preparing for various audits/reports, while utilising Quality Standard Procedures. Excellent IT skills

## **2. Analysis & Decision Making**

Gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors. Takes account of any broader issues and related implications when making decisions. Uses previous knowledge and experience in order to guide decisions. Makes sound decisions with a well-reasoned rationale and stands by these. Puts forward solutions to address problems

### **3. Delivery of Results**

Takes responsibility and is accountable for the delivery of agreed objectives. Successfully manages a range of different projects and work activities at the same time. Structures and organises their own work effectively. Is logical and pragmatic in approach, delivering the best possible results with the resources available. Proactively identifies areas for improvement and develops practical suggestions for their implementation. Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively. Applies appropriate systems/ processes to enable quality checking of all activities and outputs. Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers



#### **4. Interpersonal & Communication Skills**

Builds and maintains contact with colleagues and other stakeholders to assist in performing role. Encourages open and constructive discussions around work issues. Projects conviction, gaining buy-in by outlining relevant information and selling the benefits. Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances. Presents information clearly, concisely and confidently when speaking and in writing.

**5. Health and Safety Management**

Successfully apply health and safety skills, knowledge and training in the context of their role and/or activities to enable him/her to perform a task safely. Demonstrates an ability of being aware of hazards, risks and safe operating procedures. Identify skills that reflect what is needed to perform an activity safely.

**6. Drive & Commitment to Public Service Values**

Strives to perform at a high level, investing significant energy to achieve agreed objectives. Demonstrates resilience in the face of challenging circumstances and high demands. Is personally trustworthy and can be relied upon. Ensures that customers are at the heart of all services provided. Upholds high standards of honesty, ethics and integrity.

**An Garda Síochána**

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Stores Officer**

**CANDIDATE DECLARATION**

I wish to apply for the post of Stores Officer in An Garda Síochána.

I declare that the information contained in this application form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I could be disqualified from the selection process.

I have indicated all special facilities, if any, that I require to facilitate my participation in each stage of this competition and confirm that I require no further special facilities other than those listed on this form.

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

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

**All parts of the application form must be completed and  
submitted by 5pm on Friday 24<sup>th</sup> July, 2020.**

**Garda Staff Competitions, HR Directorate, An Garda Síochána, Athlumney House, IDA Business Park,  
Johnstown, Navan, Co. Meath, C15 DR90.**

**Email soft copy of completed application form to [HRPD.StaffCompetitions@garda.ie](mailto:HRPD.StaffCompetitions@garda.ie)**

**THE PERSONAL DATA SUPPLIED BY YOU ON THIS FORM WILL BE STORED ON COMPUTER AND WILL  
BE USED ONLY FOR THE PURPOSES REGISTERED UNDER THE DATA PROTECTION ACT, 1988.**

<b>APPLICATION CHECKLIST</b>	<b>COPIES</b>	<b>Yes/No</b>
Completed application form including photograph (Single sided pages only)	1	
Candidate declaration signed	1	