**An Garda Síochána**

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**APPLICATION FORM**

**Office Use Only: Candidate ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



Open Competition for Appointment to the position of

**Catering Assistant**

**At**

**Garda College, An Garda Síochána**

An Garda Síochána is committed to a policy of equal opportunity.



Please complete this application form, accurately and comprehensively, providing as much information as possible on your relevant skills, competencies and experience. This form must be completed and sent, with the required documentation, by the closing date to the e-mail address[**College.HR@garda.ie**](mailto:College.HR@garda.ie)

**As all correspondence from Recruitment will be via email, it is your responsibility to ensure that the email account provided below on the application form is monitored.**

# SECTION 1: Personal Details

**Please type or write clearly using black ink**

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

Home/mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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Additional documentation provided by the candidate such as curriculum vitae will ***not*** be considered as part of any short-listing process.

# SECTION 2: Educational Qualifications

Please list your education, training, qualifications and achievements which you feel are relevant to the post. Include relevant courses, which you are undertaking, or courses which did not lead to a qualification but which you feel are relevant to the post. If called to interview you may be required to provide evidence of these.

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| --- | --- | --- | --- |
| Name of school/college/university or training college | Course/Training Progamme | Qualification/Level Achieved | Date Achieved |
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# 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.

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| --- | --- | --- | --- |
| **Title of Post** | **Length of time in post**  **Start Date End Date** | | **Details of post and responsibilities** |
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| 1. Please outline your experience and awareness of health and safety at any establishment in which you worked. |
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| Please detail your experience in management of Food Hygiene and HACCP (Hazard Analysis and Critical Control Points). |
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1. References – Please provide details in full of two referees who should be previous or present employers or, if it is not possible for you to nominate employer referees, people who have formally supervised your work or training. Referees should not be related to you or be An Garda Síochána present or former employees. An Garda Síochána will only contact referees upon consideration of an offer of appointment.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
| Contact No: | Contact No: |
| Email: | Email: |

# SECTION 6: Candidate Declaration

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| **Open Competition for Appointment to the position of**  **Catering Assistant in The Garda College**  **CANDIDATE DECLARATION**  I wish to apply for the post of Catering Assistant 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 read and fully understand the eligibility criteria and confirm that I satisfy all requirements.  Signature:  Print Name:  Date:  All parts of the application form must be completed in Word document format and submitted by **17:00 on Friday 2nd September, 2022** by way of email to [College.HR@garda.ie](mailto:College.HR@garda.ie) with subject heading:  **Catering Assistant** |

**General Data Protection Regulation (GDPR) & Data Protection Act, 2018.**

Personal data provided by candidates shall only be processed for the purposes specified in this document, and within a clearly defined lawful basis under the (EU) General Data Protection Regulation (GDPR) ((EU)2016/679) and the Data Protection Acts 1988/2018.

All necessary measures will be put in place to ensure personal data is kept safe and secure, and only relevant personal data will be processed. Personal data will be retained for no longer than is necessary to achieve the purpose for which it has been obtained.