**An Garda Síochána**

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**APPLICATION FORM**

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



Open Competition for Appointment to the position of

**Fleet Support Officer in**

**An Garda Síochána**

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

This competition will be run in compliance with the Codes of Practice prepared by the Commission for Public Service Appointments (CPSA) – available on [www.cpsa.ie](http://www.cpsa.ie)

CONTACT: An Garda Síochána HR Directorate Athlumney House, Johnstown, Navan, Co. Meath C15 ND62. Email: [HRPD.StaffCompetitions@garda.ie](mailto:HRPD.StaffCompetitions@garda.ie)

Contents

[SECTION 1: Personal Details 3](#_Toc138236181)

[SECTION 2: Educational Qualifications 4](#_Toc138236182)

[SECTION 3: Career History 5](#_Toc138236183)

[SECTION 4: Statement of Suitability 6](#_Toc138236184)

[SECTION 5: Questions 7](#_Toc138236185)

[SECTION 6: Candidate Declaration 13](#_Toc138236187)

# SECTION 1: Personal Details

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

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

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

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

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

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

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

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

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

(If “Yes”, please specify)

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

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

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

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

**IMPORTANT NOTE:**

Candidates should note that the information presented in this application form will play a central part of any short-listing process.

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Year obtained and Full title of Degree(s)/ Qualification(s) held** | **Grade obtained (e.g. Pass; 2.2; 2.1; 1 etc.)** | **Subject(s) in final exam** | **University, College or Examining Authority** |
| Year: |  |  |  |
| Title: |
| Year: |  |  |  |
| Title: |
| Year: |  |  |  |
| Title: |
| Year: |  |  |  |
| Title: |

# 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From** | **Date to** | **Title/ Grade of post held** | **Name and Address of**  **Employer** |
|  |  |  |  |
| **Description of duties and responsibilities** | | | |
|  | | | |
| **Date From** | **Date to** | **Title/ Grade of post held** | **Name and Address of**  **Employer** |
|  |  |  |  |
| **Description of duties and responsibilities** | | | |
|  | | | |
| **Date From** | **Date to** | **Title/ Grade of post held** | **Name and Address of**  **Employer** |
|  |  |  |  |
| **Description of duties and responsibilities** | | | |
|  | | | |

# SECTION 4: Statement of Suitability

Please outline how you meet the ‘Essential Requirements’ as set out at Section 3 of the Information Booklet for Candidates **(maximum of 400 words**).

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# SECTION 5: Questions

Applicants should have all the attributes required for this role 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 questions below.

For each question, 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.

**Candidates must not exceed a maximum of 400 words** **per question.**

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| --- |
| 1. **Provide an example of a time you resolved a difficult customer issue** |
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| 1. **Discuss an example of a time when you worked to a tight deadline** |
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| --- |
| 1. **What do you think are the main challenges ahead for the fleet of An Garda Síochána** |
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| --- |
| 1. **Please provide an example where you used your technical knowledge of vehicles to make critical decisions on a safety related issue.** |
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| --- |
| 1. **Please give an example of a project in which you were involved that demonstrates your teamwork skill, what were the outcomes and what could you have done differently.** |
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| --- |
| 1. **Describe a time when you made a mistake in a previous job – how did you rectify it** |
|  |

## **Question 7:**

As per the competition booklet, it is essential that candidates have a driving license (minimum Category B).

Do you have a valid driver’s license that permits you to drive in Ireland? Please tick as appropriate.

Yes

No 

# SECTION 6: Candidate Declaration

|  |
| --- |
| **Open Competition for Appointment to the position of**  **Fleet Support Officer in**  **An Garda Síochána**  **CANDIDATE DECLARATION**  I wish to apply for the post of XXX 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 28th July 2023** by way of email to [hrpd.staffcompetitions@garda.ie](mailto:hrpd.staffcompetitions@garda.ie) with subject heading: **Fleet Support Officer/Candidate Name** |

**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.