

# An Garda Síochána



## APPLICATION FORM

**Open Competition for Appointment to the position of  
Services Officer in  
Garda Civilian Human Resource Directorate,  
Athlumney House, IDA Business Park, Johnstown,  
Navan, Co Meath.**

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)

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

**IT'S A JOB  
WORTH DOING.**



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 [HRPD.TalentAcquisition@garda.ie](mailto:HRPD.TalentAcquisition@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.**

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## 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

Please list each qualification and year attained, starting with your 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:			
Year:			
Title:			

### SECTION 3: Career History

Starting with your current role, please provide details of current post/responsibilities and prior posts. Please provide 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: Questions

On the next pages you are asked to give examples, from your own experience, of the skills which are required for the Services Officer role. Should you be called to interview, your examples will help form the basis of the questioning. [You will find the skills \(competencies\) required for the competition at the end of this document. It may help you to look at this before deciding on your responses/examples as it gives you bullet points on what is required.](#)

**NB:** It is expected that your application will be formatted in a logical and legible way. Keep your responses to no more than **200 words**. The following competencies will be assessed at interview, should you be called forward.

**Look at the competency framework at the end of the document before filling in these 6 sections**

### 1. Teamwork

## **2. Initiative and Problem Solving**

## **3. Delivery of Results**

#### **4. Customer Service & Communication Skills**

#### **5. Drive and Commitment**

## SECTION 5: References

### 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 present or former employees of An Garda Síochána. 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: Immigration Status

### FOR ALL NEW CIVIL SERVICE STAFF – IMMIGRATION STATUS

Under the Employment Permits Act 2003, as amended, employers shall ensure that all their employees hold a valid and current visa with sanctions imposed on employers who breach this obligation. For this reason, it is imperative that HR units are satisfied that their staff with temporary work permits hold valid visas.

Staff with provisional work permits (Stamp 4\*) have an obligation to ensure their permits are up to date and renewed in a timely manner and must inform their HR Units of any change in their immigration status.

**Signing this form is a requirement for all staff who join a Civil Service Department or Office.**

By signing this form I, \_\_\_\_\_, confirm that –  
[INSERT NAME HERE – BLOCK CAPITALS]

Please tick the relevant declaration;

☐ **The holding of a visa/ work permit does not apply to me**

**Or**

☐ **As a stamp 4\* or Stamp 5 holder, I will keep my provisional visa up to date, renewing it in a timely manner and keeping my HR Unit (HR Records) informed of any change(s) in my immigration status.**

- If my visa expires it may result in my being stepped down from my employment until such time as I have regularised my permission to work in the State.
- My current visa will expire on \_\_\_\_\_ Date (DD/MM/YYYY).

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**HR Units should be satisfied that visas held by their staff are current and up to date.**

\* An Article 50 TEU visa is a replacement of the Stamp 4EUFAM after Brexit and is acceptable as a Stamp 4 equivalent.

## SECTION 7: Candidate Declaration

### **Open Competition for Appointment to the position of Services Officer in An Garda Síochána, Athlumney House, Navan, Co Meath**

#### **CANDIDATE DECLARATION**

I wish to apply for the post of Services 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 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 03<sup>rd</sup> July 2024** by way of email to [HRPD.TalentAcquisition@garda.ie](mailto:HRPD.TalentAcquisition@garda.ie) with subject heading: **Services Officer, Athlumney House, (followed by your 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.

## Appendix A.

Team work
<ul style="list-style-type: none"><li>• Shows respect for and builds good working relationships with colleagues and co-workers</li><li>• Plays a full and constructive part in the team</li><li>• Is supportive and helpful to colleagues</li></ul>
Initiative and Problem Solving
<ul style="list-style-type: none"><li>• Comes up with practical solutions to work problems</li><li>• Is willing to be flexible within the context of the job profile and finds ways to work around a problem</li></ul>
Delivery of Results
<ul style="list-style-type: none"><li>• Approaches and carries out all work in a thorough and organised manner</li><li>• Completes work on time consistently and to a high standard</li></ul>
Customer Service & Communication Skills
<ul style="list-style-type: none"><li>• Listens to customers and is respectful, courteous and professional</li><li>• Tries to calm down difficult situations when dealing with people who are unhappy/angry</li><li>• Communicates clearly and fluently</li></ul>
Drive and Commitment
<ul style="list-style-type: none"><li>• Takes pride in a job well done, even if work is routine or less pleasant</li><li>• Is interested in work and doing the job well</li></ul>