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| **Post of:****GENERAL OPERATIVE NORTH LEITRIM AREA****GENERAL OPERATIVE SOUTH LEITRIM AREA** |

Leitrim County Council is currently recruiting to form panels for:

* **General Operative North Leitrim Area (Panel A & Panel B)**
* **General Operative South Leitrim Area (Panel A & Panel B)**

**Panel A - Permanent Positions:** Any permanent positions which arise in the Area during the lifetime of this panel will be filled from the associated Panel A.

**Panel B - Temporary Positions:** Leitrim County Council may, from time to time, require temporary General Operatives to fill vacancies in various departments. Please note that the duration and period of temporary contracts offered will vary from post to post. Any temporary positions which arise in the Area during the lifetime of this panel will be filled from the associated Panel B.

Applicants should be aware that given the nature of the General Operative role, and the potential to be called on in case of emergency or urgent need, there is a requirement for successful candidates to reside within a **reasonable** distance of their work base, to allow for an acceptable response time. This requirement should be considered in selecting which panel(s) to apply for.

The **North Leitrim Area** covers the following areas: Tullaghan, Kinlough, Manorhamilton, Rossinver, Kiltyclogher, Glenfarne, Killargue, Dromahaire, Drumkeerin and the General Operative bases within North Leitrim are: **Drumkeerin and Manorhamilton.**

The **South Leitrim Area** covers the following areas: Dowra, Ballinaglera, Drumshanbo, Leitrim Village, Carrick on Shannon, Dromod, Rooskey, Mohill, Ballinamore, Aughnasheelin, Cloone, Carrigallen and the General Operative bases within South Leitrim are: **Ballinamore, Carrick-on-Shannon, Drumshanbo and Mohill.**

**Candidates should ensure that they have carefully read the Candidate Information Booklet prior to completing the application form.**

Completed application form, **inclusive of all other required documentation**, must be emailed in **PDF Format as one Single Document (not individual scanned documents)** to **jobs@leitrimcoco.ie** not later than **4 p.m. on Monday, 16th December 2024.** Please quote “**General Operative Application**” followed by your **name** in the subject line of the email.

**Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.**

**Closing Date for receipt of applications: 4pm on Monday, 16th December 2024**

**Note: Hard copy Application Forms will not be accepted**

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| **GENERAL OPERATIVE NORTH LEITRIM AREA****GENERAL OPERATIVE SOUTH LEITRIM AREA** |

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| **PANELS** |
| **PLEASE NOTE: Candidates must indicate below which panel(s) they are applying for having regard to the Work Bases in each Area as outlined on Page 1 above – failure to do so may deem your application ineligible.****You may apply for placement on both panels for the North Leitrim Area and the South Leitrim Area but if applying for ‘Panel B – Temporary Positions’ you must be interested in, and available to take up, a Temporary Position if offered. If you are not interested in, and available to take up any such Temporary contract you should not apply for Panel B – Temporary.** |
| **NORTH LEITRIM PANELS (Please refer to list of work bases above)** |
| **Are you applying for NORTH LEITRIM AREA?** | **YES** |  | **NO** |  |
| **Are you applying for Panel A – Permanent?** | **YES** |  | **NO** |  |
| **Are you applying for Panel B – Temporary?** | **YES** |  | **NO** |  |
| **SOUTH LEITRIM PANELS (Please refer to list of work bases above)** |
| **Are you applying for SOUTH LEITRIM AREA?** | **YES** |  | **NO** |  |
| **Are you applying for Panel A – Permanent?** | **YES** |  | **NO** |  |
| **Are you applying for Panel B – Temporary?** | **YES** |  | **NO** |  |

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| **PERSONAL INFORMATION** |

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| **Surname:** | **Forename (s):** |
| **Address:** |
| **Home Telephone Number:** |  |
| **Mobile Number:** |  |
| **Email Address:** |  |

***Communication with candidates will be via email. Please ensure you have included your PERSONAL email address. Any change to personal details (including email address) must be notified to HR Department immediately. Please note that the onus is on the applicant to ensure that they check their email for any correspondence which may issue in relation to this competition.***

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| **SAFE PASS CARD** |
| Do you hold a valid Safe Pass Card? | **Yes** |  | **No** |  |
| If yes, please specify expiry date: |  |
| **NB:** Candidates **must** hold a valid Safe Pass Card **prior** to taking up any offer of General Operative position. |

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| **DRIVING LICENCE** |
| Do you hold a full-unendorsed Class B driving licence? | **Yes** |  | **No** |  |
| Categories of Vehicles Covered & Expiry Date: | Please indicate **YES** in the box beside the categories below as appropriate:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AM** |  | **A1** |  | **A2** |  | **A** |  | **B** |  |
| **BE** |  | **W** |  | **C** |  | **CE** |  | **C1** |  |
| **C1E** |  | **D** |  | **DE** |  | **D1** |  | **D1E** |  |

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| **NB: A copy of your current driving licence must be submitted with your application form** |

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| **EDUCATION AND TRAINING** |

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| **Educational and Technical Qualifications** |
| **Full Title of****Qualification(s) held**(Masters, Degree, Diploma, Certificate etc) | **Duration of Course in Years:** | **Awarding Body** i.e. Name of University, College, School, Examining Authority | **Level of Qualification Obtained (in the National Framework of Qualifications)****(e.g. Level 6, 7, 8 etc)** | **Year Qualification was Awarded** |
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| **TRAINING COURSES COMPLETED** |

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| **Course Title eg:** | **Yes** | **Valid Until:** | **Awarding Body:** |
| Manual Handling |  |  |  |
| Chainsaw Basic / Advanced |  |  |  |
| Confined Spaces |  |  |  |
| Safe System at Work Plan |  |  |  |
| Lawnmower & Strimmer |  |  |  |
| Abrasive Wheels |  |  |  |
| First Aid |  |  |  |
| Pesticide Training |  |  |  |
| Health & Safety at Roadworks |  |  |  |
| 360/180° Excavator Operation |  |  |  |
| Signing, Lighting and Guarding at Roadworks (SLG) |  |  |  |
| Location of Underground Services |  |  |  |
| Safe Use of Pesticides & Herbicides |  |  |  |
| Site Dumper |  |  |  |
| **Other (please specify below)** |  |  |  |
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*Copies of certificates are* ***not*** *required to be submitted with application form but may be requested prior to taking up any offer of General Operative position*.

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| **EMPLOYMENT RECORD** |

**BRIEF SUMMARY OF WORK EXPERIENCE** (starting with your current/most recent role):

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer** | **TITLE & GRADE OF POST**  | **Post Status:****Permanent/ Temporary/Acting** |
| **Period in Months** | **From** | **To** |
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**EMPLOYMENT RECORD:** (starting with your current/most recent role):

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

**Employment Record cont’d…**

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

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| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

**Employment Record cont’d…**

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

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| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

**Employment Record cont’d…**

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
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| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

Additional sheets may be included as required (information to be set out in the same manner as above).

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| **SKILLS / APTITUDES & DETAILS OF RELEVANT EXPERIENCE** |

**For each of the Skills/Aptitude areas below please briefly detail specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of this role. Please note that your application may be shortlisted on the basis of the information submitted on this form.**

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| 1. **KNOWLEDGE / EXPERIENCE & SKILLS**
 |
| **1 (a) Experience of Maintenance / Construction Work**(e.g. drainage, road repairs, minor construction work, overlay with bitmac / wet mix, surface dressing, pipelaying, fencing, wall construction etc) |
| **Total No of Words (Max 250):**  |
| **1 (b) Experience of Operating Machinery, Specialist Tools and Equipment**(e.g. Excavators, specialist road surfacing plant, site dumper, tractors, pickups, hedge cutting equipment, compaction equipment, chainsaw, operation of traffic lights etc) |
| **Total No of Words (Max 250):** |

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| 1. **TEAMWORK & INITIATIVE**

**Please provide one specific example where you showed initiative and / or ability to use judgement in a work-place environment (e.g. the issue identified, solution proposed, any particular considerations etc).** |
|  |
| **Total No of Words (Max 250):**  |

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| 1. **COMMUNICATION SKILLS & CUSTOMER FOCUS**

**Experience in Dealing with the Public****Please provide one specific example in relation to your experience in dealing with the Public (e.g. your role, dealing with a difficult customer, resolution of disputes, responding to queries etc).** |
|  |
| **Total No of Words (Max 250):** |

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| 1. **AWARENESS OF HEALTH & SAFETY**

**Experience of Health, Safety and Welfare at Work****Please detail your experience of Health, Safety & Welfare at Work (e.g. duties performed, duration and compliance with Health & Safety requirements. Include any training or special positions of responsibility that you have held).** |
|  |
| **Total No of Words (Max 250):** |

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| **Please indicate below a brief personal statement outlining why you wish to be considered for the post and where you feel your skills and experience meet the requirements of the position.****(Max 250 words)** |
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| **Other Information****(Please answer all questions below)** |
| 1. **Do you claim to fulfil all the requirements set out for this position, including citizenship requirement?**
 | **Yes** | **No** |
|  |  |
| 1. **Are you at present or have you been in the past employed in the Public Sector?**
 | **Yes** | **No** |
|  |  |
| **If YES, please give details:** |
| 1. **Give particulars of Service (if any) in the Defence Forces or Auxiliary Defence Services:**
 |
| 1. **Are you at present or have you been in the past 12 months, a Member of any Local Authority or Committee of a Local Authority?**
 |
| 1. **Name the post (if any) you hold at present – including grade as relevant:**
 |
| 1. **Did you receive an ex-gratia payment from a Public Service Body under any redundancy scheme in the past two years?**
 | **Yes** | **No** |
|  |  |
| **If YES, please give details of the relevant Public Service Body:** |
| 1. **If offered appointment, when could you take up duty?**
 |  |
| 1. **Do you consider that you have a disability?**
 | **Yes** | **No** |
|  |  |
| **If YES, please give details of the nature of your disability and your requirements, if any to enable us to make appropriate arrangements for this competition:**Information about disability is only requested on the application form in orderthat appropriate arrangements for an interview can be made if necessary. |

**References:**

Give here the names of two responsible persons to whom you are well known but not related and who will supply a reference (If you are or have been in employment, one of the referees should be an existing or former employer).

Do you consent to the Council contacting your referees? **YES NO**

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| **FIRST REFEREE** | **SECOND REFEREE** |
| **Name:** | **Name:** |
| **Occupation:** | **Occupation:** |
| **Address:** | **Address:** |
|  |  |
|  |  |
|  |  |
| **Telephone No.:** | **Telephone No.:** |
| **Email:** | **Email:** |

Before signing this form, please ensure that you have replied fully to all questions.

I confirm that I have read the Candidate Information Booklet and I comply with the criteria as outlined. I authorise Leitrim County Council to use the personal data supplied by me for the sole purpose of this competition.

I certify that the information furnished in this application form is correct and I hereby authorise Leitrim County Council to seek any additional information that they may require in connection with my application for the post.

## Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE SUBMIT APPLICATION FORM AND ANY SUPPORTING DOCUMENTS IN PDF FORMAT AS ONE SINGLE DOCUMENT VIA EMAIL NOT LATER THAN:** **4.00 p.m. on Monday, 16th December 2024**

**to** **jobs@leitrimcoco.ie****.**

**Please quote ‘****General Operative Application’ followed by your name in the subject line of the email.**

### LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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| **GENERAL OPERATIVE NORTH LEITRIM AREA****GENERAL OPERATIVE SOUTH LEITRIM AREA** |

IMPORTANT CHECKLIST - PLEASE READ PRIOR TO SUBMITTING APPLICATION FORM

1. Before signing this form, please ensure that you have replied fully to all the questions asked. All Sections/Questions in this Application Form must be completed in full **(a Curriculum Vitae will NOT be considered).** In order to ensure that each candidate is treated fairly and equally the interview board will only be provided with candidates’ application forms.
2. Once the application form is submitted to the Human Resources Department of Leitrim County Council, candidates are not permitted to alter/make additions or make deletions to their application in any way.
3. Please ensure that you satisfy the essential requirements for this post (as specified in the Candidate Information Booklet). Leitrim County Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination and hence persons who are ineligible but nevertheless enter may thus put themselves to unnecessary expense. Leitrim County Council will not be responsible for any expenses which may be incurred by the candidate in attendance for interview.

All **incomplete applications** will be deemed **INVALID** after the closing date and will not be included in the competition.

1. Leitrim County Council may decide, by reason of the number of persons seeking admission to the competition to carry out a shortlisting procedure. **Please refer to Selection Process in the Candidate Information Booklet for details of Eligibility, Shortlisting and Interview Process.** The number of persons to be invited to interview shall be determined by Leitrim County Council.
2. Application forms must be **received** **in PDF Format only (one single document)** fully completed and inclusive of all the requested documentation via email only to **jobs@leitrimcoco.ie** not later than **4.00 p.m. on Monday, 16th December 2024.** Please quote **‘General Operative Application’** followed by your name in the subject line of the email. Hard copy applications will **NOT** be accepted.
3. Applications received after the closing **date and time** will not be considered.
4. Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.
5. The responsibility rests with the applicant to ensure that their application is **received** by the Human Resources Department of Leitrim County Council on time. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.