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| **PART-TIME RETAINED FIREFIGHTER****(Mohill Fire Unit)** |

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

Completed application forms inclusive of all required documentation must be submitted in **PDF format** **only (one single document) via email only -** **jobs@leitrimcoco.ie** - to arrive not later than **4.00 p.m. on Monday, 6th January 2025.**

**Please quote ‘Part-time Retained Firefighter Application’ followed by your name in the subject line of the email.**

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

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| 1. **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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| **DRIVING LICENCE DETAILS** |
| (a) Do you possess a full-unendorsed driving licence? | **Yes** |  | **No** |  |
| (b) Do you have access to your own vehicle? | **Yes** |  | **No** |  |
| (c) Categories of Vehicles Covered & Expiry Date: |  |
| **NB: A copy of your current driving licence must be submitted with your application form.** |

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| **DISTANCE FROM FIRE STATION AND TURN OUT TIME** |
| Distance from place of **residence** to Fire Station (in kilometres) and estimated turn out time: |  |
| Please provide **original** copies as evidence of Place of Residence – **any two** of the following: | 1. Recent Utility Bill ie ESB, Bord Gais, Phone etc
2. Current Bank / Building Society Statement (Header)
3. Current Year Notification of Determination of Tax Credits
4. Current C2 Tax Certificate
 |
| Distance from **work** to Fire Station (in kilometres) and estimated turn out time: |  |
| **NB: Persons appointed must live and work within a reasonable distance of the Fire Station to allow him/her to respond within the turnout time of 5 minutes for the duration of their employment as a Retained Fire Fighter.** |

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| **FIRST AID DETAILS** |
| Give particulars of knowledge of First Aid (if any): |  |

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| 1. **EDUCATION AND TRAINING**
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**General Education:**

State the standard of education reached with particulars of certificates obtained **(copy of certificates to be attached)**:

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| --- | --- | --- | --- |
| **School or College Attended** | **Dates** | **Examinations Taken****(with Dates)** | **Result****(Pass or Honours)** |
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**Technical Qualifications:**

Give particulars of any Trade or Technical Qualification you have **(copy of certificates to be attached)**:

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| **Type of Qualification:** | **Awarding Body**i.e. Name of University, College, Examining Authority | **Date of Certificate:** |
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| 1. **EMPLOYMENT RECORD**
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Please indicate your current Status of Employment by ticking the relevant category below:

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| --- | --- | --- | --- |
| 1. **Unemployed**
 |  | 1. **Self Employed**
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| 1. **Employed full-time**
 |  | 1. **Employed part-time**
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It will be necessary for you to provide **original** copies of any **one of the following** as evidence of your status of employment:

1. Confirmation of recent Social Welfare payments
2. P45
3. Current P21 Balancing Statement
4. Work ID (with recent dates)

**Your employment status will be checked by Leitrim County Council prior to appointment.**

**Particulars of Employment to Date (a separate sheet may be attached if necessary):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Name & Address of Employer:** | **POSITION HELD****(please also indicate whether Permanent / Temporary / Part-time)** | **Brief description of duties of post:** |
| **From** | **To** |
|  |  |  |  |  |
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**Particulars of Employment to Date (a separate sheet may be attached if necessary):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Name & Address of Employer:** | **POSITION HELD****(please also indicate whether Permanent / Temporary / Part-time)** | **Brief description of duties of post:** |
| **From** | **To** |
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| 1. **SKILLS / APTITUDES ASSESSMENT**
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**Skills / Aptitudes for the Post:**

In the following section of the application form, we are interested in finding out what you consider to be the key strengths and achievements which make you particularly suitable for the role of Part-time Retained Firefighter in the context of the specific skills/aptitudes identified for the role: Please consider carefully the information provided in the Candidate Information Booklet when completing this section of the application form.

Please remember the following general points when completing this section:

* It is important that you answer every question.
* Each question asks you to describe a specific situation about which you have had experience. For each question, you should write about an example that best describes your experience in relation to the skill/aptitude mentioned.
* **Be specific** about one activity that you do at the moment or have done, rather than writing in general terms.
* For each skill/aptitude describe **the situation, your role and what happened as a result (maximum of 250 words per question).**
* It is a good idea to write / type out your answers in rough before you copy the final version onto this application form.
* Your answers must describe what **you** have done.

Please refer to the **Candidate Information Booklet** for further details on the Skills / Aptitudes for this role and to the **‘Ideal Candidate’** section of the booklet in choosing your examples.

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| 1. **Communication / Interpersonal Skills**
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| **Communication / Interpersonal Skills – skills / aptitudes for this role are as follows:*** Demonstrate effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues.
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| **Total No of Words (Max 250):** |

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| 1. **Teamwork**
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| **Teamwork – skills / aptitudes for this role are as follows:*** Demonstrate a clear understanding of Teamwork and group dynamics and contribute fully to the team effort and play an integral part in the smooth running of teams without necessarily taking the lead.
* Demonstrate versatility & ability to take instruction.
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| **Total No of Words (Max 250):** |

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| 1. **Adaptability / Flexibility:**
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| **Adaptability / Flexibility – skills / aptitudes for this role are as follows:*** Adjust to changing environments whilst maintaining effectiveness.
* Modify his or her approach to achieve a goal.
* Is open to change and new information.
* Rapidly adapts to new information, changing conditions, or unexpected obstacles.
* Demonstrate availability.
 |
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| **Total No of Words (Max 250):** |

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| 1. **Relevant Knowledge, Experience / Organisational Awareness:**
 |
| **Relevant Knowledge / Experience / Awareness – skills / aptitudes for this role are as follows:*** Demonstrate an understanding and knowledge of the Retained Fire Service.
* Demonstrate an awareness of the operational abilities of Leitrim Fire Service and the demands placed on members of the Retained Fire Service.
* Demonstrate an awareness of the types of policies and procedures that may apply (including Health and Safety) and the ability to conform with same.
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| **Total No of Words (Max 250):** |

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| **Additional Information:** Please indicate any particular experience and/or achievements which you consider an Interview Board should be aware of when assessing your application for this post. |
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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?**
 | **YES** | **NO** |
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| 1. **Are you RESIDING within a reasonable distance of the fire Station to allow you to respond within a turnout time of 5 minutes?**
 | **YES** | **NO** |
|  |  |
| **If NO, please give details:** |
| 1. **Are you WORKING within a reasonable distance of the fire Station to allow you to respond within a turnout time of 5 minutes?**
 | **YES** | **NO** |
|  |  |
| **If NO, please give details:** |
| 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. **Have you had service in the Defence Forces or FCA or equivalent?**
 | **YES** | **NO** |
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| **If YES, please give details:** |
| 1. **Have you had service with a Fire Brigade, Civil Defence, Armed Forces, Order of Malta?**
 | **YES** | **NO** |
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| **If YES, please give details:** |
| 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. **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**

|  |  |
| --- | --- |
| **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, 6th January 2025 to** **jobs@leitrimcoco.ie****.**

**Please quote ‘****Part-time Retained Firefighter Application’ followed by your name in the subject line of the email.**

### LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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| **PART-TIME RETAINED FIREFIGHTER****(Mohill Fire Unit)** |

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.

1. 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.
2. 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.

**Candidates must hold a current valid and unendorsed driving licence in respect of category B vehicles. A copy of Licence must be submitted with your application.**

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. **Shortlisting will be based on the information provided on the application form.** 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, 6th January 2025.** 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.