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| **Part Time Retained Fire Fighter**  **Carrick on Shannon Fire Unit**  **Mohill Fire Unit** |

**SECTION 1:**

This application form (Section 1 & Section 2), when completed, should be returned, **by email only**, to [**jobs@leitrimcoco.ie**](mailto:jobs@leitrimcoco.ie), so as to arrive **not later than 4.00 pm on Thursday 3rd October 2024.**

Leitrim County Council are currently recruiting for the following Fire Units/Stations:

* **Carrick on Shannon**
* **Mohill**

**Please select (tick) the Fire Unit/Station you wish to apply for (based on Residence/Work Location requirements candidates will not be eligible to apply for more than one Fire Unit – see Candidate Information Booklet for more details):**

**Carrick on Shannon Fire Unit 🞏**

**Mohill Fire Unit 🞏**

**SECTION 2:**

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

Completed application forms **in PDF Format** should be returned to Human Resources Department, Leitrim County Council **by email only** to [**jobs@leitrimcoco.ie**](mailto:jobs@leitrimcoco.ie) to arrive not later than **4.00 p.m. on Thursday 3rd October 2024.**

**Please quote ‘Retained Firefighter’ followed by your Name and the Unit you are applying for in the subject line of the email.**

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| 1. **PERSONAL INFORMATION** |

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

***Communication with candidates will be via email. Please ensure you have included your personal email address. This is also required for online MS Teams Interviews should this be required. Any change to personal details including email address must be notified to HR Department immediately.***

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| 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 i.e. ESB, Bord Gais, Phone etc*     2. *Current Bank/Building Society Statement (Header)*     3. *Current Year Notification of Determination of Tax Credits*     4. *Current Household/Motor Insurance Documents*     5. *Current C2 Tax Certificate* |
| Distance from **work** to Fire Station (in kilometres) and estimated turn out time: |  |

***Please note that 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 Fire Fighter.***

1. Do you hold a current unendorsed driving licence? Yes No
2. Do you have access to your own vehicle? Yes No
3. Categories of Vehicles Covered & Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Give particulars of knowledge of First Aid (if any):**

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| 1. **EDUCATION DETAILS** |

**General Education:**

State the standard of education reached with particulars of certificates obtained.

**(copy 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 Qualifications you have (**copy certificates to be attached)**:

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| **Type of Qualification** | **By Which Body was Qualification Conferred** | **Date of Certificate** |
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| 1. **EMPLOYMENT DETAILS** |

**Please indicate your current Status of Employment by ticking the relevant category below:**

1. Unemployed (b) Self-employed
2. Employed full-time (d) Employed part-time

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. P.45
3. Current P21 Balancing Statement
4. Recent Pay Slip & Employers Details
5. 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):**

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| **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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| **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. **COMPETENCY ASSESSMENT** |

**Competencies:**

**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 Fire Fighter in the context of the specific competencies 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 competency mentioned.
* Be specific about one activity that you do at the moment or have done, rather than writing in general terms.
* For each competency 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 on to this application form.
* Your answers must describe what you have done.

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| 1. Communication / Interpersonal Skills |
| **Communication/Interpersonal Skills - competencies 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 |
| **Teamwork – competencies 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: |
| **Adaptability/Flexibility – competencies 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):* |
| 1. Relevant Knowledge, Experience / Organisational Awareness: |
| **Relevant Knowledge/Experience/Awareness – competencies 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 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**
2. **Are you residing within a reasonable distance of the Fire Station you are applying for 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 you are applying for 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**

If Yes, please give details:

1. **Have you had service with a Fire Brigade, Civil Defence, Armed Forces, Order of Malta?**

**Yes No**

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:

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:

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Information about disability is only requested on the application form in order that appropriate arrangements for assessment test and/or 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:** |
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|  |  |
| **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 REQUIRED DOCUMENTS IN PDF FORMAT ONLY AS ONE SINGLE DOCUMENT VIA EMAIL NOT LATER THAN 4.00PM ON THURSDAY 3rd October 2024 TO** [**jobs@leitrimcoco.ie**](mailto:jobs@leitrimcoco.ie)

**Please quote ‘Retained Firefighter’ followed by your Name and the Unit you are applying for in the subject line of the email.**

### LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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| **Part Time Retained Firefighter** |

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). The 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 assessment test or 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. **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. All application forms must be submitted in **PDF Format only (one single document)** fully completed and inclusive of all the requested documentation via email to [**jobs@leitrimcoco.ie**](mailto:jobs@leitrimcoco.ie) not later than **4.00 pm on Thursday 3rd October 2024.**
3. 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.
4. Applications **received** after the closing **date and time** will not be considered.
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.