



Longford County Council
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Candidate Information Booklet

PLEASE READ CAREFULLY

Dog Warden

Competition Reference: DW/0825

Closing Date: 4pm, Friday 12th September 2025.

***Longford County Council is committed to a
policy of equal opportunity.***



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Longford County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Longford, with a focus on making Longford an attractive place to live, work and invest.

The following comprise the areas of service delivery in Longford County Council:

- Economic & Dog Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources

This is an opportunity to gain employment in the role of **Dog Warden** with Longford County Council.

Longford County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage.

This Candidate Information Booklet is intended to provide information both on the role of **Dog Warden** and the application/selection process. Candidates should familiarise themselves with the information provided in this booklet before they complete and submit their application.

It is the responsibility of the Candidates to ensure that they meet all the qualifying criteria and are eligible to apply for the post of **Dog Warden**

Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

Dog Warden

Role and Responsibility:

The overall role and responsibility of the Dog Warden is the management of Longford County Council's dog control service and the dog pound. This will involve attending to and managing all animals at the pound and maintaining all associated records. It will involve dealing with the public, liaising with and working alongside co-workers and reporting to the Administrative Officer, to ensure all duties are carried out to the highest level.

The following list of legislation will act as a guide to the duties involved and as such a formal qualification as Registered Veterinary Nurse or in animal care will be desirable.

- Control of Dogs (XL Bully) Regulations 2024 S.I. No 491/2024
- Control of Dogs Act 1986, as amended, including Regulations made there under
- Pounds Act 1935, and Regulations made there under
- Animals Act 1985
- Control of Horses Act 1996 and Regulations made there under
- European Communities (Identification of Equidae) Regulations 2015
- Dog Breeding Establishments Act 2010
- Animal Health & Welfare Act 2013
- Micro-chipping of Dogs Regulations 2015

Health and Safety

The person employed will be required to perform assigned duties exercising a duty of care, in the interest of safety of oneself, fellow employees and the general public, at all times in compliance with Longford County Council's Health & Safety Management System. Working in a safe manner, in full compliance with the relevant safety legislation and construction regulations, will be the primary responsibility of all Dog Wardens.

A Dog Warden's duties may include but will not be limited to;

Governance

- a) Be familiar with relevant policies, bye-laws and legislation and be authorised under the relevant legislation
- b) Implement procedures in accordance with training provided

Management

- a) Carry out duties at the dog pound and dog control service as required in conjunction with other Wardens, administrative section, and the general veterinary service provider and in line with the dog pound animal health programme.
- b) Work closely with An Garda Síochána, ISPCA, Animal Welfare Charities and other stakeholders in relation to dog control issues.
- c) Contribute to the development of the dog control service.

Administration

- a) Keep accurate records of all dog control related matters
- b) Keep and maintain the register of pound dogs and their traceability records
- c) Keep a register of all dog related calls
- d) Submit reports in relation to work under your charge as may be required
- e) Maintain detailed records in relation to enforcement issues, including those of alleged offences as required for the purpose of Court Proceedings.
- f) Liaise closely with Administrative Staff in the preparation of evidence for court
- g) Attend Court and give evidence when required to do so.
- h) Completion of annual dog control statistics return and other periodic returns/reports
- i) Provide assistance as required with Freedom of Information and other requests
- j) Prepare reports for prosecution of offenders under the relevant legislation, and attending court where necessary
- k) Applying for a court order in relation to dangerous dogs
- l) Attend and give evidence in court
- m) Use all information technology equipment provided

Operational

- a) Wear uniform and use PPE as provided
- b) Ensure the Pound is open and attended at required times
- c) Seizure and detention of stray and surrendered dogs, including all associated administration
- d) Contact the administrative section promptly when a dog enters the pound, when any other significant issue arises.
- e) Ensure no animal is accepted without appropriate fees being paid in advance at the cash desk and no animal is released without appropriate fees being paid in advance to the cash desk and all relevant documentation is completed and maintained
- f) Microchip dogs as required and scan, record and register all details of microchips
- g) Take all reasonable steps to trace and identify the owners or keepers of stray dogs or uncontrolled dogs and where possible, to return such dogs to their owners.
- h) Request as necessary any person appearing to be the owner or keeper of a dog to produce a relevant licence.
- i) Ensure animal welfare is maintained to the highest standard at all times and report any illness or injury to contracted general veterinary service provider
- j) Maintain the Dog Pound, (including the kennels, mats, structures and equipment) in a clean and sanitary condition with due regard at all times to the comfort and welfare of dogs held in the County Council's Pound.
- k) Investigate complaints in relation to dog control and dog breeding establishment issues
- l) Carry out house to house calls in relation to dog control matters
- m) Carry out regular patrols in housing estates and other areas as required
- n) Prepare and issue fixed penalty notices
- o) Ensure maximum dog licensing levels in county, including carrying out house to house checks
- p) Assist with/carry out the inspection of dog breeding establishments and report on same.
- q) Facilitate education in relation to responsible dog ownership e.g. sheep worrying

- r) Carry out health and safety inspection on the dog pound and assist with internal and external audits
- s) Arrange the humane euthanasia of dogs when required by Court Order or otherwise.
- t) Carry out any horse related duties as required from time to time
- u) Cooperate with the Longford Urban Horse Education Project.

The above specifications are not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform such duties appropriate to the post, which may be assigned from time to time.

The work will be carried out in accordance with established work practices or as negotiated from time to time. Person appointed will be required to report to work location at the location notified to him/her by the supervisor.

Employees must attend at all training courses deemed necessary by their employer for their area of work, and exercise the skills and knowledge learnt when required to do so. The successful candidate may be required to successfully pass a Safe Pass course as required.

COMPETENCIES

Key competencies for the post of **Dog Warden** are given in the table below. Candidates will be expected to demonstrate sufficient evidence within their application form of their competence under each of these headings. Please take particular note of the competencies listed as any shortlisting or interview processes will be based on the information provided by the candidate in their completed application form.

DELIVERING RESULTS	<ul style="list-style-type: none"> • Plan and prioritise work and resources effectively. • Establish high quality service and customer care standards. • Make timely, informed, and effective decisions and show good judgement and balance in making decisions or recommendations. • Critically evaluate outcomes and processes used to achieve them.
PERFORMANCE THROUGH PEOPLE	<ul style="list-style-type: none"> • Deliver a message in a clear and coherent fashion. • Ability to keep calm under pressure. • Portray a positive customer service ethos at all times. • Establish and maintain productive working relationships with key internal and external stakeholders. • Communicate effectively both verbally and in writing at all times
PERSONAL EFFECTIVENESS	<ul style="list-style-type: none"> • Demonstrate self-motivation and maintain a positive constructive and enthusiastic attitude to their role. • Manage time and workload effectively and operate in an environment with significant complexity and pace. • Set challenging standards and achieve high quality outcomes.
Specialist Knowledge, Expertise and Self Development	<ul style="list-style-type: none"> • Knowledge and understanding of the role of Dog Warden. • Relevant experience to date. • Ability to use IT systems. • Understanding the importance of keeping accurate records of each dog under the care and responsibility of Longford County Council • Knowledge and awareness of key topical and priority issues. • Understanding of political reality / context of issues. • Understanding compliance standards, policies, procedures, and legislation. • A clear understanding of Health and Safety Policy and Procedures. • Ability to Audit External Organisations including dog establishments.

Dog Warden QUALIFICATIONS

1. Character

Each candidate must be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Citizenship

Candidates must, by the date of any job offer, be:

- (a)** A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b)** A citizen of the United Kingdom (UK); or
- (c)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d)** A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa: or
- (e)** A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

4. Education, training, experience, etc

Each candidate must, on the latest date for receipt of completed application forms -

- a)** Have a standard of education such as will enable the applicant to satisfactorily perform the duties of the position.
- b)** A working knowledge of software packages (Microsoft Word, Excel, Outlook, online applications, smart handheld devices etc).
- c)** Hold a full clean B Driving Licence
- d)** Be able to write concise and legible reports
- e)** Experience in handling animals is required and Registered Veterinary Nurse or other formal training in animal care is desirable
- f)** Have experience working with Dog/voluntary/disadvantaged groups

PARTICULARS OF EMPLOYMENT

1. The Post

The post is wholetime (i.e. 39 hours per week) and appointment may be permanent or temporary.

2. Location

Longford County Council reserves the right to assign the successful candidates to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

3. Commencement

Longford County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Longford County Council shall not appoint them.

4. Working Hours

The Dog Warden/Pound Keeper will be required to work a 39-hour week, incorporating attendance of 2 hours each day, every second Saturday and Sunday. The working week will include (a) periodic early morning and evening work, (b) weekend work. Attendance may also be required at such specific times as may be notified by the Council from time to time.

The hours and days of work may be subject to change from week to week, start and finish times will be determined and notified in advance. Longford County Council reserves the right to alter the hours of work from time to time in line with Government guidance.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Longford County Council requires all employees to record their hours using the Council's attendance management system.

5. Reporting Arrangements

The **Dog Warden** will report directly to the appropriate supervisor in the Section or to any other employee of Longford County Council as designated for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

6. Probationary Period of Employment

There shall be a period after appointment during which the appointee will hold the position on probation. The period of probation will be prescribed by the Chief Executive. Employment may be terminated during the probationary period should service be deemed by the Chief Executive to be unsatisfactory. Employment may be terminated at the end of the probationary period unless the Chief Executive has certified that the employee had satisfactory service. Tenure of employment following probation will be subject to satisfactory service.

7. Remuneration

The current scale for the post of **Dog Warden is €784.48 - €806.04** gross per week (**Circular EL 07/2025**) the rate of remuneration may be adjusted from time to time in line with Government Circulars.

On appointment successful candidates will be placed on the first point of the point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

8. Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.

- Effective from 1st January, 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:
 - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
 - Compulsory retirement age will be 70.

9. Annual Leave

The current annual leave entitlement for **Dog Warden** is 25 days per annum, in accordance with the Council's Annual Leave Policy.

The Chief Executive of Longford County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

10. Driver's Licence & Insurance

Employees of Longford County Council may be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

If, during the course of employment, an employee's licence is revoked, even temporarily, or if endorsements are received on their licence which may affect their ability to carry out the full range of their duties, the employee is obliged to notify the Council immediately.

It is the responsibility of the employee to arrange the appropriate car insurance cover for business use and to indemnify Longford County Council with the indemnity specified on your insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

The Dog Warden may be provided with an electric bicycle to carry out their duties.

11. Code of Conduct/Organisation Policies

Employees are required to adhere to all current and future Longford County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

12. Garda Vetting

A person who is being considered for appointment will be required to complete a Garda Vetting application, the results of which will be considered before an offer of employment is made.

13. Use of Modern Technology

The successful candidate will be required to use all equipment provided, including computers, hand-held terminals, mobile telephone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future.

14. Uniform

The person appointed will be required to wear a uniform (which will be supplied by the County Council) at all times when on duty, unless otherwise authorised by Longford County Council.

15. Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

16. Period of Acceptance

The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

17. Health and Safety Regulations

Longford County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health, and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk. Employees must not be under the influence of an intoxicant at the place of work.

Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

SELECTION PROCESS

1. How to Apply

Only fully completed applications forms will be accepted.

Please ensure that:

1. your application is made on the official application form only and sent via email in pdf format to hrrecruitment@longfordcoco.ie – do not attach or include your CV
NOTE: your CV will not be accepted as an application or as part of your application.
2. you fully complete all sections of the application form and include all relevant, detailed and accurate information. Applications must be completed in **typed format**.
NOTE: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.
3. you include a copy of your educational certificates as part of one pdf application
4. you submit your application on or before **4pm Friday, 12th September 2025**

Forward your completed application form via email to hrrecruitment@longfordcoco.ie :

- **Applications submitted after the closing date will not be accepted**
- **Applications forms must be submitted by email in pdf format**
- **Applications submitted by hand, post or fax will not be accepted**
- **Claims in relation to the late receipt of application forms will not be entertained.**

Admission to this competition, or an invitation to take tests or to attend for interview does not infer that you fulfil all the requirements for appointment.

If you do not receive an “acknowledgement-of-receipt” of your application within seven working days of application - please contact Longford County Council’s HR department by phone: (043) 334 3452 / 043 334 3396 or by email: hrrecruitment@longfordcoco.ie

Longford County Council may need to contact you during the competition’s selection process. It is important that the contact details (i.e. your postal address, email address and phone number) given on your application form are correct and accessible by you.

Longford County Council will not accept responsibility for communication not accessed or received by you.

It is the responsibility of each applicant to provide accurate contact details on their Application Form. Correspondance in relation to all aspects of this competition will be primarily via email.

Changes to your contact details that occur during this recruitment campaign should be notified by email to hrrecruitment@longfordcoco.ie

2. Selection Process

Stage 1 – Submission of Application Form via email

Candidates interested in applying for the position of **Dog Warden** should submit their completed application with supporting documentation form via email in PDF format to hrrecruitment@longfordcoco.ie

Completed Application Forms must be submitted on or before **4pm Friday, 12th September 2025**.

Each completed application must include a copy of all educational qualifications declared in the application form.

Failure to submit a completed application form, with all required supporting documentation, by the specified deadline will result in the application being deemed invalid and it will not be permitted to proceed any further in the selection process.

Stage 2 – Initial Screening

All completed application forms received by the stated closing date & time will be screened to ensure that they meet the minimum eligibility criteria for the position of **Dog Warden** in accordance with the declared Qualifications.

Candidates who demonstrate that they meet the required eligibility criteria, their application will progress to the Step 3 of the selection process.

Candidates who fail to demonstrate that they meet the minimum eligibility criteria required, their application will be deemed invalid and will not progress any further in the selection process.

Stage 3 – Shortlisting

Longford County Council reserves the right to shortlist applications, it is very important therefore, that candidates provide accurate, clear and comprehensive information in their completed application forms.

Shortlisting may take the form of:

1. a desktop-shortlisting process, where a board will be assigned to examine the information provided by the candidate and assess it against criteria required for the position, and/or
2. an online shortlisting interview.

Candidates who are shortlisted may have their application scored and ranked in order of merit. Based on the score awarded their application may progress to Step 4 of the selection process.

For candidates who are not shortlisted, their application will not progress any further in the selection process.

Stage 4 –Interview

On completion of the Stage 3 of the selection process, successfully shortlisted candidates may be invited in batches for an online interview.

An independent interview board will be established by the Chief Executive of Longford County Council. The board will comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the board is to establish the applicant's suitability for the post and to rank the successful candidates in order of merit for appointment.

The interview will be the candidate's opportunity to demonstrate that they possess the required competencies, knowledge, skills, and experience. The objective of the board is to assess the candidate's responses against agreed criteria and to identify the candidates who best meet the competencies required.

Longford County Council will issue advance notice of the date and time of the online interview. It is the responsibility of the candidate to make themselves available for interview on the date and time notified and to ensure that they are able to successfully connect to the online interview.

Requests to reschedule notified interview dates or times cannot be accommodated.

Candidates who do not attend/connect for their interview at the time and on the date advised will be deemed to have withdrawn their application from the competition and their application will receive no further consideration.

Expenses incurred by candidates in attending for interview will be the responsibility of the candidate.

Candidates who are successful in the interview process will be qualified for appointment in order of merit and placed on a panel. This panel may be used to fill both permanent and temporary **Dog Warden** vacancies that may arise during the life of the panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until sought references are received and all other clearance checks, e.g. Garda Vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

Candidates on the **Dog Warden** panel who satisfy all the requirements for the post may be offered employment subject to:

1. Their place, in order of merit, on the panel
2. The requirements of Longford County Council.

Should a candidate decline an offer of employment or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

3. Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.

4. Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by the Longford County Council, or who do not, when requested, furnish such evidence as required by Longford County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

5. References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related.

In advance of any offer of employment, Longford County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions, or any other organisations with which the candidate has been associated. Longford County Council reserves the right to determine the merit, appropriateness and relevance of such references and referees. Information sought from referees shall be structured around the requirements of the job and the job description, person specification and/or competency profile provided.

6. Verification of Education Qualifications

Prior to appointment, the candidate will be required to present the original parchment of their certificate, diploma and/or degree and any other supporting documentation required by the Council*, to the Human Resources department in order to verify their qualifications.

** Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.*

7. Pre-Employment Medical

Prior to appointment the candidate will be required to complete a Health Declaration and to undergo a medical examination, at their own expense, by a qualified medical practitioner nominated by the Council. On taking up employment the expense of this medical examination will be refunded.

8. Garda Clearance

Garda Vetting will be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

9. Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

10. Confidentiality

Longford County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained, and stored by Longford County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Longford County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

FAQ

Frequently Asked Questions (and Answers)

1. Who can I contact if I have a query in relation the Recruitment Campaign for Dog Warden?

The Candidate Information Booklet provides comprehensive information relating to the selection process for this recruitment campaign. However, if after reading this information booklet you require any additional/further information - please forward your query by email to: hrrecruitment@longfordcoco.ie

2. I have submitted my application form. What happens next?

Longford County Council will carry out an eligibility check on all application forms to ensure that they meet the minimum eligibility criteria for the post as set out by the Department of Housing, Planning and Local Government. If you do not meet the minimum eligibility requirements for the post, based on the information given in your application form, your application will be deemed invalid, and you will not be considered for interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. The shortlisting process may take the form of either a desktop exercise (based on the information provided in the application forms) and/or a shortlisting interview.

3. What happens on completion of the shortlisting process?

Longford County Council will contact all applicant's advising them of the results of the shortlisting process. Candidates who are shortlisted at this stage may be invited to attend for online interview. It is the responsibility of the candidate to make themselves available for the online interview on the date and time notified. Reschedule requests cannot be accommodated.

4. What happens after undertaking the final interview?

Candidates who are successful in the interview process will be placed on a panel and ranked in order.

Please note that being placed on a panel is not a guarantee that you will be appointed.

5. If I am offered employment, where will I be based?

The management of Longford County Council reserve the right to assign employees to any premises or business section as required in accordance with the business needs of the organisation.

6. How will Longford County Council communicate with me throughout the Recruitment and Selection Campaign?

Longford County Council may contact you by phone, email or post at various stages throughout the selection process. Any change to the contact details provided that occur during this recruitment campaign should be notified by email to HRrecruitment@longfordcoco.ie