

**Longford County Council**

**Aras an Chontae, Great Water Street, Longford.**

**Tel:(043) 334 3452 /(043) 334 3396**

**email enquiries:** [**hrrecruitment@longfordcoco.ie**](mailto:recruitment@longfordcoco.ie)

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| **General Operative**  **Application Form**  **Competition Ref: GO/0725** |

**Before you complete your application– please read and understand the following:**

* The closing date and time for receipt of completed applications is **4.00pm, Friday 8th August 2025.**
* Applications submitted after the closing date and time will **not** be accepted.
* It is the responsibility of the applicant to ensure:
  + they establish their eligibility for the completion in the official Application Form
  + they complete their application fully, clearly and accurately
  + they submit their application to Longford County Council on time
* Claims relating to the late receipt of applications will not be entertained.
* Applications must be made on the official Application Form - do not attach or include your CV.
* Ensure that your application form is completed in **typed format.**
* Applications must be saved as a PDF document and submitted by **email** to [**hrrecruitment@longfordcoco.ie**](mailto:hrrecruitment@longfordcoco.ie).
* Applications submitted by Post, by hand or by fax will **not** be accepted.
* All applications received will be acknowledged by return email.
* To complete your Application:
  + Complete all sections of the official Application Form fully and include all relevant, detailed and accurate information.
  + Sign the declaration at the end of the Form. **E-signatures or handwritten signatures will only be accepted.**
  + Attach copies of your education certificates.
  + Do not attach or include your CV – your CV will not be accepted as an application or as part of your application.
  + Save the completed Form with education certificates as one PDF document.
  + Save the completed application with the following naming structure:

“**General Operative– [Your Name]**” *(e.g.* ***General Operative-Joe Bloggs****)*

Longford County Council reserves the right to shortlist applications based on the information provided in the application form. It is very important that your application is neat, accurate and well-presented and that you provide relevant and comprehensive information that accurately reflects your experience, skills, competencies and ability to take on the duties of the post. Correspondence throughout this recruitment campaign will be primarily via email – please ensure you state your email address correctly on your Application Form.

***Canvassing by or on behalf of the applicant will automatically lead to disqualification.***



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| **Section A – Personal Details** |

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| --- | --- |
| **Surname:** | **Forename:** |
| **Address:** | **Home Telephone:** |
| **Work Telephone:** |
| **Mobile Telephone:** |
| **Eircode:** | **Email Address:** |

**Do you possess a full-unendorsed Driving Licence: Yes  No**

**If yes, please give details of class of licence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Section B – General Education, Academic, Professional or Technical Qualifications** |

**General Education**

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| **Dates** | | **Name of Secondary School(s):** | **Examination Taken** | **Subjects** | **Results** |
| **From** | **To** |
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**Copies of Certificates to establish your eligibility for this position are required to be scanned and submitted with your application via email as outlined on Page 1 of the Application Form**

**Academic, Professional or Technical Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

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| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |  |  |  |  |
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| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

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| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |  |  |  |  |
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| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

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| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |  |  |  |  |
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| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

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| **Section C – Training** |

Please outline below any specific training you have undertaken.

**Proof of your training certificate or card must be attached and submitted with your application.**

**TRAINING COURSES UNDERTAKEN**

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| --- | --- | --- | --- |
| **Course Title e.g.** | **Yes/No** | **Awarding Body** | **Expiry date**  **if applicable** |
| **Manual Handling** |  |  |  |
| **Safe Pass** |  |  |  |
| **Health & Safety at Roadworks** |  |  |  |
| **Signing, Lighting & Guarding at Roadworks** |  |  |  |
| **Risk Assessment/SSWP Training** |  |  |  |
| **Any CSCS training completed:** |  |  |  |
| **Any other courses please list below:** |  |  |  |

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| **Section D – Employment Record** |

Please give below, in date order **(starting with your current employer)** full details of all employment between the date of leaving school or college and the present dates. Please do not leave any period between these dates unaccounted for.

**If necessary, continue on a separate sheet, setting out the information in the same manner as below.**

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

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

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

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

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

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

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| **Section E – Details of Relevant Experience** |

In relation to the employment record you have supplied, please give details (including dates) of **your experience in the following areas.** You should ensure that the example(s) you use is/are from a recent period in your employment that you feel most equips you for this position. Please refer to the **“Role & Duties”** Section of the Candidate Information Booklet to assist you in completing the sections below.

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| **1. Experience of General Maintenance/Construction Works**  You should include the following:  a) Types of General Maintenance/Construction Works (e.g. drainage, road repairs, minor construction work, ground maintenance, pipe laying, fencing, wall construction,  b) Duration and dates you worked on these. |
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| **2. Experience of Operating Machinery, Tools & Equipment (e.g. excavators, specialist road surfacing plant, tractors, pickups, hedge cutting equipment, chainsaw, road saw, operation of traffic lights etc)**  You should include the following: a) Types of plant, equipment and tools used in previous employment and any licences etc. you hold. b) Duration and dates you worked with this equipment.  Please ensure all qualifications for operating machinery, tools or equipment are included in **Section C “Training”.** |
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| **3. Experience of Health, Safety and Welfare at Work.**  Please detail duties performed, duration and compliance with Health & Safety requirements.  Please ensure all qualifications in relation to Health & Safety are included in **Section C “Training”.** |
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| **4. Experience in dealing with the public.**  Please provide one specific example (from the current or most relevant year) for the above. |
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| **5. Experience in working as part of a team.**  Please provide one specific example (from the current or most relevant year) for the above. |
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| **6. IT Skills - (experience in the use of email and mobile devices e.g. smartphone, tablet)**  Please provide specific examples for the above. |
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| **Section F – Additional Information** |

**ACHIEVEMENTS / EXPERIENCE**

Please indicate any particular achievements/experience, which you consider an Interview Board, should be aware of when assessing your application for the post of **General Operative** with the Council.

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**SUPPORTING ADDITIONAL INFORMATION**

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**MEMBERSHIP OF LOCAL AUTHORITY**

Are you now, or have you been at any time an elected member of a Local Authority or Harbour Authority?

Yes  No

If Yes, give date you ceased to be such a member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PUBLIC SERVICE PENSION**

Do you have an entitlement to any preserved pension or any preserved lump sum or any other retirement benefit or have received or are in receipt of retirement benefits under a pre-existing public service pension scheme of which you were/are a member? Yes  No

If Yes, give details of same: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VOLUNTARY REDUNDANCY**

Have you ever accepted voluntary redundancy/early retirement from a local authority or any other public service organisation by which you were employed? Yes  No

If Yes, give details of same: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DO YOU REQUIRE A WORK PERMIT/WORKING VISA?** Yes  No

**ACCESS REQUIREMENTS**

The following information is required to enable us to provide any needs you may have if your application is successfully shortlisted for any stage of this competition (e.g. Sign Language).

Do you have a disability? Yes  No

If yes, give details of your specific access requirements, etc., required to accommodate attendance for online interview if successfully shortlisted.

**REFERENCES**

Please give details of the names of two responsible persons, to whom you are well known but not related. These names given should be employers from whom the Council can request a reference and should include your current and former employer, where possible.

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| --- | --- |
| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **Contact Telephone:** |  |
| **Email Address:** |  |
| **Details of Employer:** |  |

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| --- | --- |
| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **Contact Telephone:** |  |
| **Email Address:** |  |
| **Details of Employer:** |  |

*I, the undersigned, HEREBY DECLARE all the foregoing particulars to be true and give my permission for enquiries to be made to establish such matters as age, qualifications, experience, character and for the release by other people, agencies/organisations, Garda and past/present employers of such information as may be necessary to Longford County Council for that purpose*

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your submission of this application form is taken as your agreement to be bound by the terms of the competition as set out in the Candidate Information Booklet.**

**Longford County Council reserve the right to shortlist candidates.**

**Canvassing by or on behalf of candidates will lead to their disqualification from the competition.**

**Any employment offered is dependent on the information given in this form being true.**

**False or misleading information or deliberate omissions may result in termination of employment.**

**Expenses incurred by candidates during the course of the competition will be at the candidates own expense.**

***Longford County Council is committed to providing equality of opportunity***

***in all employment practices.***