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# Candidate Information Booklet

PLEASE READ CAREFULLY

## RETAINED FIREFIGHTER

*Competition Reference: RFF/0125*

***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 & Community 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 **Retained Firefighter** 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 on the post of **Retained Firefighter** and the selection process and candidates are advised to familiarise themselves with the detailed information in advance of submitting their application.

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of **Retained Firefighter**.

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.

## **RETAINED FIREFIGHTER**

### **THE ROLE:**

The role of the retained firefighter is primarily to:

- Save life and preserve endangered life
- Protect property from damage by fire
- Inform and educate awareness of safety

Retained firefighters are on call to respond to emergencies. As well as responding to emergency calls, firefighters may also be involved in community fire safety initiatives. Although retained firefighters are part-time, they are fully trained and capable of saving life and property to provide a comprehensive service to the community.

When a call is received firefighters are required to respond immediately. Retained firefighters must be ready to drop whatever they are doing, to become part of a team ready to respond safely and effectively to the emergency, regardless of the time of day/night or the weather conditions.

The Fire Service responds to emergency calls from the public, primarily to prevent injury and protect life, but also to prevent and restrict damage to property. Many emergency calls are not to fires but to road-traffic accidents where casualties may be trapped in vehicles. The Fire Service may also be called to deal with chemical spillages and toxic emissions, etc. Firefighters need to be able to use problem solving skills and initiative to resolve issues quickly and calmly. Firefighters also need to be able to deal sensitively and appropriately with members of the public when they are distressed, confused or obstructive.

Firefighters are required to carry out routine checks, as well as cleaning and maintaining, all equipment and fire appliance to ensure they work properly when required during an emergency.

Firefighters are required to participate and take part in the duties as required as part of the organizational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.

All new recruits undergo extensive initial training, which includes a three -week Recruit Induction course, a two-week Breathing Apparatus Wearers Course and one-week Compartment Fire Behaviour course. Thereafter all firefighters are required to undergo a continuous development programme by attending lectures, exercises, practical courses and other forms of training to maintain competency levels. Firefighters are expected to take responsibility for developing their own skills and for ensuring that their fitness levels are maintained as the work of a firefighter can be demanding, both physically and psychologically.

## **DUTIES OF THE POSITION:**

- A Firefighter shall be required to attend at fires and other emergencies, drills, displays and other duties at such times and for such periods as required by the County Council. Failure to respond promptly to fire or other emergency calls will be addressed through the Local Authority's disciplinary procedure.
- Each Firefighter who attends for Fire Brigade service must be prepared to accept the work entailed and to fulfil to the best of their ability their duty as a Firefighter in the saving of life, saving of property and the fighting of fires or other such emergencies.
- Every Firefighter must comply with XYZ County Council's Crew Management Arrangements for Retained Firefighters. Firefighters who are on standby during fires or other incidents shall remain at the Station and perform such duties as may be assigned by the Station Officer from time to time during the callout.
- Firefighters shall ensure that the Fire Station is kept clean & tidy at all times. Firefighting equipment shall be kept clean, maintained properly and stowed away in a safe manner.
- Firefighters are required to adhere to and co-operate with all National and Local Agreements pertaining to the Fire Services.
- Firefighters will be required to attend Training Courses as directed.
- Firefighters must undertake driving duties as required.
- Comply with all organisational policies, procedures and legislation.
- Participate & take part in the duties as required as part of the Organisational response to Climate Action to promote & ensure capacity building, empowering change and delivering action.
- Any other duties as may be assigned from time to time.

## **THE CANDIDATE:**

Candidates must be:

- Able to work in hazardous conditions for long periods of time, including heights and confined spaces
- Mechanically adept with good dexterity and coordination
- Able to follow instruction
- Able to work well under pressure
- Self-reliant and self-assured with a keen sense of discipline
- Able to contribute to and work with a team
- Able to communicate effectively verbally and in writing
- Able to understand and memorise technical information

# RETAINED FIREFIGHTER

## QUALIFICATIONS

Applicants for the post of Retained Firefighter must be 18 years old on the latest date for receipt of completed application forms. A birth certificate must be submitted to the County Council as proof of age before a person is engaged as a recruit.

### 1. Character

Applicants must be of good character and must not at any time bring the County Council & Fire Brigade into disrepute. The Council may make whatever enquiries it considers necessary to satisfy this condition. Employment will be subject to the provision of satisfactory references and Garda Vetting

### 2. Health

A Firefighter shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### 3. Medical Examination, etc.:

Before recruitment, in order to ascertain the health of a candidate, successful applicants shall undergo such medical examinations (which may include x-ray and/or other special tests) as the County Council considers necessary. The County Council will nominate the medical examiners. The candidate must comply, at their own expense, with such remedial requirements as the County Council consider necessary.

An Operational Firefighter shall: -

- Agree to participate in the Occupational Health Scheme for Retained Firefighters in operation by Longford County Council; and
- At any time, if requested by the County Council, undergo such medical examination(s) by medical examiner (s) as nominated by the County Council; and
- Attend medical examinations in accordance with the frequency set down in the Occupational Health Scheme for Retained Firefighters as issued by the (LGMA) to Local Authorities
- Any defects discovered pertaining to a medical examination will not be remedied at the County Council's expense.
- Retention as an operational Firefighter will depend upon receipt of satisfactory reports by medical examiner(s) and to the general condition above as to health.
- An operational Firefighter is required to maintain an appropriate level of physical fitness

### 4. 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

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- (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

### 5. Education

On the latest date for receipt of completed application forms candidates must:

- have a good standard of education and be able to successfully undergo the training required for the post of retained firefighter.
- hold an unendorsed **Class B Driving Licence**. On appointment and after an interval decided by the Chief Fire Officer, firefighters will be required to obtain a Class C Licence.

# **RETAINED FIREFIGHTER**

## **PARTICULARS OF EMPLOYMENT**

### **1. The Post**

Employment in the post of Retained Firefighter is part-time & pensionable.

### **2. Location**

Persons appointed must live and work within a maximum of 8 minutes response time from time alert from the regional control centre. A maximum travel time of up to 7 minutes may be permitted (based on GPS navigation planner e.g. Google maps or similar as determined by Longford County Council) to allow them to respond for the duration of their employment as a Firefighter. The Council retains the right to request further evidence, if required on the information supplied, for the purpose of verification of place of residence and location of employment.

A Firefighter shall notify the County Council in writing of any subsequent changes of residence or place of employment. A change of residence or place of employment that would place the Firefighter outside these limits will mean automatic termination of employment. The Council will check this prior to appointment and at periodic intervals after appointment.

The fire stations are:

- **Granard**
- **Lanesboro**
- **Longford**
- **Edgeworthstown**
- **Ballymahon**

The location of the residence and place of work must be acceptable to the Chief Fire Officer.

A Firefighter must carry the appropriate fire service alerter at all times when on duty.

A Retained Firefighter will be required to report for duty to the Fire Station in its present location or in the event of a change of location, to such new location as may be decided by the Fire Authority. Changes in the location of a Fire Station will not result in payment of disturbance money or other compensation.

### **3. Letter of Release**

Each Retained Firefighter including the self-employed, and the unemployed if they take up employment must submit a Letter of Release from their employer stating that their employer will release them to attend fire brigade incidents and training. When a firefighter changes employment a new letter of release must be submitted to the Chief Fire Officer in advance of the change in circumstances.

### **4. Compliance with National or Local Agreements**

Each employee must comply with all National or Local agreements as may be in force from time to time.

### **5. Use of New Technology**

Each employee must use and co-operate with the use of any new technology that may be introduced by the Fire Authority or by the Chief Fire Officer.



## **6. Driver's Licence**

A recruit Firefighter shall possess a valid full current Category B Driving Licence at the time of applying for the post and ideally a Category C Driving Licence for HGV with up to eight passengers.

All newly appointed Retained Firefighters will be required to obtain a Category C Driving Licence. Firefighters will co-operate with further Driver Training and will be required to drive fire service vehicles, if operationally needed.

If a Firefighter has their licence suspended or removed for any reason, they must immediately inform the County Council, and it shall be dealt with through the Council's disciplinary procedure and may result in termination of service at the absolute discretion of the County Council.

All Retained Fire Personnel must hold a full Drivers Licence and any loss or suspension of same and/or the accumulation of six penalty points or more must be notified in writing to the Fire Authority within two weeks of the occurrence.

Any Retained Firefighter found guilty of a criminal offence must inform the Chief Fire Officer in writing of the offence and within two weeks of conviction. The Chief Fire Officer will carry out an investigation into this matter under the Fire Service Disciplinary and Grievance Procedure.

Firefighters must drive Fire Service vehicles if instructed to do so.

## **7. Probationary Period of Employment**

Before appointment as a Firefighter, a recruit shall attend and successfully complete the three-week Firefighter Skills Training Course.

Recruit Firefighters will be required to undergo and successfully complete the following recruit training programmes during their probationary period: -

- A three-week Recruit Firefighting Skills Course (including manual handling);
- A two-week Breathing Apparatus Initial Wearers' Course;
- A one-week Breathing Apparatus Compartment Fire Behaviour Course; and
- Any other course that the County Council may consider necessary.

Training Fees will be paid at the current hourly rate for Firefighters during training. This hourly rate is currently €23.75.

Failure to successfully complete all of the above courses will result in the termination of the Firefighter's employment. Some or all of the above courses will be held at a training facility, which may or may not be situated locally.

From the date of commencement as a recruit Firefighter, there shall be a period of 12 months during which the recruit Firefighter shall be on probation. During this time the recruit Firefighter shall be continually assessed to determine his/her suitability for continued employment. Such period of 12 months may be extended at the absolute discretion of the County Council. The recruit shall not become a permanent Firefighter at the end of the period of probation unless the County Council is satisfied that the Firefighter has been satisfactory in all respects.

If service is deemed unsatisfactory within the probationary period the appointee will cease to hold the position as tenure of employment is subject to satisfactory service on an ongoing basis.

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### 8. Remuneration

Remuneration will consist of an inclusive annual allowance together with hourly rates for attendance at fires and drills. The Retainer and other fixed allowances will be paid from the date he/she takes up duty as a Retained Firefighter.

A Firefighter shall be paid at the appropriate approved national rates of Fire and Drill Fees and Retainer Fees and in accordance with any national agreements for retained Firefighters.

Payment of fees is currently made quarterly but will be moving to fortnightly payment during 2025

Remuneration is paid by PayPath directly to the employee's 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. PAYE and PRSI. 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

The current Retained Firefighter allowance, and Drill / Incident Fees shall be paid in accordance with Government **Circular EL 03/2024**, as outlined. On appointment the candidate will be placed on the appropriate point of the salary scale in accordance with the relevant Circular.

#### Retained Firefighter:

*Retained Fire Service – Fire Fighter - Rates Applicable at 1<sup>st</sup> October 2021*

RETAINER ALLOWANCE		
Service	Duration	Allowance
0-1 year	1 Year	€13,523.00
2-4 Years	3 Years	€14,515.00
5-7 Years	3 Years	€15,739.00
8+ Years		€16,854.00

ATTENDANCE RATES				
DRILLS	FIRE			
	Standard Attendance Rates		Premium Attendance Rates	
Rate per Hour	1 <sup>st</sup> Hour	Subsequent Hour	1 <sup>st</sup> Hour	Subsequent Hour
€24.77	€49.54	€24.77	€99.08	€49.54

*\* Day is 08:00 – 20:00 every weekday excluding Bank Holidays*

OTHER ATTENDANCES	
Training Courses	
Community Fire Safety Annual Payment (40 hours at Basic Rate Annually)	€38.11 per hour
Community Fire Safety Additional Hours (discretionary)	€24.77
Other Attendances / Special Works – all other hours authorised by the Line Manager	€24.77 per hour

The above rates are subject to review on an ongoing basis.

**Clothing Allowance:** €186.29 per annum will be provided pro rata as a single payment in December of each year

There is an obligation on Firefighters to attend at alert/fire calls and at drills. This is the basis on which a retainer is paid. The onus on arranging to receive an alert/fire call shall rest with the Firefighter.

## **9. Drills**

Notwithstanding any other disciplinary action that the County Council may apply, failure to attend or participate in 85% of all drills in any quarter of a year, without good reason, will be addressed through the Local Authority's disciplinary procedure.

## **10. Incidents**

In the case of an alert/fire call the Firefighter shall attend all calls within their Rostered-On duty Period (24 Weeks per annum). Firefighters who attend calls will be remunerated as per the Crew Management Arrangements for Retained Firefighters as operated by XYX County Council.

Where the Chief Fire Officer considers that a Firefighter is not fulfilling the above attendance standards which he/she considers reasonable in all the circumstances, the Chief Fire Officer will consider the matter of attendance under the Council's disciplinary policy. Subsequent continuing failure to meet the above attendance standards, without good reason, shall be dealt with through the disciplinary procedure, and may result in termination of service at the absolute discretion of the County Council.

## **11. Superannuation & Retirement**

Firefighters who would be physically capable of working beyond age 55 will have the option to continue working for a defined limited period, subject to compulsory medical examination on an annual basis assessed on the basis of set medical standards. The extended period will be to the maximum age of 60 subject to annual compulsory assessment under the Occupational Health Scheme.

Membership of the Single Public Service Pension Scheme is **compulsory** for all new entrant Retained Firefighters who commence employment on or after 1 January 2013. The provisions of the Single Public Service Pension Scheme will apply in the case of Retained Firefighters, with the exception of minimum pension age, as an earlier pension age is applicable to those employed in the retained fire service. Circular letters S. 6/2013 and S. 6/2013 (amended) apply.

## **12. Annual Leave**

Longford County Council's annual leave year runs from 1 January to 31 December. Your annual leave entitlement will be in accordance with the Council's employee annual leave allowance. The current annual leave entitlement for Retained Firefighter is 28 days per annum. A 14 day block of Annual Leave must be taken during the year. This will consist of one weeks roster one and one weeks flexible working taken together. Retained Firefighter have to be roster available for a minimum of 24 weeks of the year.

The granting of annual leave at any particular time is always subject to the requirements of the Council and all annual leave is liable to suspension during periods of exceptional pressure.

You are expected to avail of your leave allowance during the current leave year and any carry forward of annual leave must be in accordance with annual leave policy.

The terms of the Organisation of Working Time Act, 1997 shall apply.

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A Firefighter will be required to comply with the terms of the Crew Management Arrangements for Retained Firefighters as operated by Longford County Council. In cases of Annual Leave, advance notice must be given to the Station Officer or in their absence, to the Sub-Officer in advance of the first day of Annual Leave. Approval of annual leave will be subject to minimum crewing levels being maintained at station level. Each Firefighter must use their leave sheet or other means to record such annual leave absences.

### **13. Code of Conduct/Organisation Policies**

Employees are required to adhere to all current and future policies applicable during their period of employment period with Longford County Council.

### **14. Training**

Retained Firefighters are required to attend and participate fully in training programmes as required and to apply their learning in the course of their working activities.

### **15. 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.

Firefighters must co-operate with the terms of Longford County Council's Fire Service Safety Statement. They will familiarise themselves with the safety rules and procedures and make proper use of all safety clothing and equipment. They must report to the appropriate supervisor any defect they notice in the place of work or system of work which might be dangerous to safety, health or welfare. Failure to comply with the terms of the Safety Statement may result in disciplinary action.

### **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**

## THE 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](mailto:hrrecruitment@longfordcoco.ie) – do not attach or include your CV (**ask at local station or Headquarters for further information, [firestation@longfordcoco.ie](mailto:firestation@longfordcoco.ie)**)

**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

**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 \_\_\_\_\_

Forward your completed application form via email to [hrrecruitment@longfordcoco.ie](mailto:hrrecruitment@longfordcoco.ie) :

- **Applications submitted after the closing date will not be accepted**
- **Application 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** by email: [hrrecruitment@longfordcoco.ie](mailto: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](mailto:hrrecruitment@longfordcoco.ie).

### 2. Selection Process

#### Stage 1 – Submission of Application Form via email

Candidates interested in applying for the position of **Retained Firefighter** should submit their completed application with supporting documentation form via email in PDF format to [hrrecruitment@longfordcoco.ie](mailto:hrrecruitment@longfordcoco.ie)

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Completed Application Forms must be submitted and forwarded to [hrrecruitment@longfordcoco.ie](mailto:hrrecruitment@longfordcoco.ie). Each completed application must include a copy of all educational & training 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

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the declared Qualifications for the post. Applicants who possess the required eligibility criteria will progress to Step 3 of 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.

Each candidate's application will be assessed against pre-determined criteria based on the requirements of the post of **Retained Firefighter**. It is very important that the applicant provides a detailed and accurate account of their qualifications and experience on the application form.

### Stage 4- Pre-Selection Tests

Shortlisted candidates will be required to attend for pre-selection tests. These tests are designed to evaluate the candidate's potential ability to take on the role of firefighter and will assess basic literacy, numeracy, comprehension and physical fitness. They will include basic reading, writing, mathematical calculations and fitness. Candidates must successfully complete all tests to be invited for interview.

### Stage 5 – Interview

On successful completion of Stage 4 of the selection process, successful candidates may be invited to attend for interview.

**Due to Health & Safety regulations surrounding COVID 19 the interview process will be conducted remotely using Microsoft Teams. Candidates will be invited to connect to an online interview via a dedicated link that will be sent to their email address.**

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 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.

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Candidates who do not attend/connect for their for 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.

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 **Retained Firefighter** 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 testing and/or interview when and where required by Longford County Council and/or the Testing Company, 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 with 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 Retained Firefighter?**

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](mailto: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, Local Government & Heritage. If you do not meet the minimum eligibility requirements for the post, based on the information given in your application form, you will not be invited to 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 contained in the application forms) or a shortlisting interview.

### **3. What happens on completion of the shortlisting process?**

Longford County Council will contact all applicants advising them of the results of the shortlisting process. Candidates who are shortlisted at this stage will be invited to attend for interview. It is your responsibility to attend for interview on the date and time notified. An alternative dates and times cannot be facilitated.

### **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 of merit. This panel may be used to fill vacancies for the post of **Retained Firefighter**, that may arise during the life of the panel.

Please note that being placed on a panel is not a guarantee that you will be appointed to the position of **Retained Firefighter**.

### **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](mailto:hrrecruitment@longfordcoco.ie)