



Longford County Council
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Candidate Information Booklet

PLEASE READ CAREFULLY

2026 SUMMER STUDENT EMPLOYMENT SCHEME THIRD-LEVEL STUDENTS

Competition Reference: SSES/0326

Closing Date: 4:00pm, Friday 01 May 2026

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



2026 SUMMER STUDENT EMPLOYMENT SCHEME THIRD-LEVEL STUDENTS

Longford County Council is currently accepting online applications from third-level students for our 2026 Summer Student Employment Scheme.

The Summer Student Employment Scheme is open to third-level students and will provide not only an opportunity to gain valuable work experience in the Local Authority but also a chance to see the wide range of services and future career opportunities offered by Longford County Council.

The Summer Student Employment Scheme will offer successful applicants an eight-week placement from **06 July to 28 August 2026**. Placements will be primarily office-based, though some field-work opportunities may exist in Environment or Community Outreach roles.

The closing date and time for receipt of completed applications is **4:00pm Friday 01 May 2026**. Late applications will not be accepted. It is the responsibility of the applicant to ensure that their application is submitted on time.

Applications for 2026 Summer Student Employment Scheme will only be accepted via the official online Application Form.

Applications via email or hard copy will not be considered. Do not attach or include your CV – your CV will not be accepted as an application or as part of your application.

Essential Criteria

Applicants for the Summer Student Employment Scheme must:

- Be a third level student
- Have good IT skills and experience of working with MS Word, Excel, and Outlook
- Have a structured approach to work with good administrative and organisational capability
- Communicate clearly and have effective written and verbal skills
- Have a positive customer service attitude
- Work as part of a team to ensure delivery of plans and schedules
- Demonstrate dignity and respect to customers and colleagues

Duties

Typical duties that may be assigned to successful candidates in the Summer Student Employment Scheme will be general clerical, administrative and customer service duties which may include but are not limited to:

- Photocopying, filing, scanning, typing, data entry, preparation of documents, arranging meetings, attendance at meetings, minute taking, receipting/balancing payments (including cash), processing invoices for payment, dealing with internal and external mail for the section.
- Dealing with members of the public by phone, email and in person
- Providing first line support on Service Desk for Council employees
- Processing queries and applications for Council Services
- Assisting local studies and archives inquiries
- Front of house counter duties (including reception cover, customer service desk, motor tax desk, housing desk, planning desk, etc.)
- Collating data/information for reports
- Assisting with library, local studies, and archive inquiries,
- Cataloguing file contents and movement of archives
- Assisting with organisation of events and social media promotion
- Fieldwork (Environment, Community Outreach, Sports Partnership)

PARTICULARS OF SUMMER STUDENT EMPLOYMENT SCHEME

Successful applicants of the Summer Student Employment Scheme will be offered an eight-week temporary appointment to a whole-time post (that is 35 hours per week) and will be required to start employment on 6th July 2026. If they fail to take up the appointment on this date, or on another date as determined by the Council in its absolute discretion, they will be deemed to have withdrawn their interest in the Summer Employment Scheme, and the Council will not proceed with their appointment.

Working Hours

The current working hours are 35 hours per week, Monday to Friday. Longford County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

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 employees to record their hours using a Clocking system.

Reporting

Students employed on the Summer Student Employment Scheme will be assigned to a Section and will report directly to their designated line manager, or to any other employee of

Longford County Council as the Director of Services or the Chief Executive may designate for this purpose.

Probation

A system of regular appraisal will be in place for the duration of the temporary employment, which will include discussions between the employee and the line manager regarding performance and conduct.

Tenure of employment for the duration of this temporary appointment is subject to satisfactory performance, attendance, and conduct. Employment may be terminated at any point during this temporary appointment if performance, attendance and/or conduct is deemed to be unsatisfactory by the Chief Executive.

Remuneration

On appointment successful candidates will be paid at the gross rate of €525.00 per week via PayPath directly to the nominated bank account.

Payment will be made fortnightly.

Remuneration is subject to all statutory deductions, for example PAYE and PRSI & pension.

Annual Leave

The temporary contract to be offered will provide for four-days paid annual leave over the 8-weeks period of employment, this is in addition to the paid Public Holiday on 03 August 2026.

Employees should not avail of annual leave without the prior consent and approval of their Line Manager. Annual leave requires prior approval of the line manager and employees must consult and secure approval with their Line Manager before taking time off.

Approvals in respect of annual leave applications will have regard to work demands and operating requirements of the Section. Annual leave may be suspended during periods of exceptional work demands.

Code of Conduct/Organisation Policies

All employees will be required to adhere to all Longford County Council codes of practice (including the Code of Conduct of Employees and the Confidentiality Clause) and all other organisational policies (including Health & Safety, Communications, Data Protection, Equality, Attendance Management and Use of Electronic Equipment, etc).

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council for the duration of the appointment and to apply their learning throughout their daily working activities.

Safety, Health & Welfare of Employees

Longford County Council as an Employer is obliged to ensure, as far as it is reasonably practicable, the Safety, Health & Welfare at Work of all its employees. Under the Safety, Health & 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 & 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 are not intended to be a comprehensive list of all terms and conditions of employment.

SELECTION PROCESS

Third level students who wish to be considered for the Student Summer Employment Scheme, are asked to complete an online application form and to submit for the consideration of the Council.

The closing date and time for receipt of completed applications is **4:00pm, Friday 01 May 2026**. **Late applications** will not be accepted.

It is the responsibility of the applicant to ensure:

- they establish their eligibility for Summer Employment Scheme
- they complete their application fully, clearly and accurately.
- they submit their application to Longford County Council on time

Applications for 2026 Summer Employment Scheme will only be accepted via the official online Application Form.

Applications via email or hard copy will not be considered. Please do not attach or forward your CV – your CV will not be accepted as an application or as part of your application.

Please ensure that you complete all sections of the official Online Application Form fully and include relevant and accurate information.

Submission of an application form does not imply automatic appointment for the Summer Employment Scheme. Longford County Council must be satisfied that the applicant meets all the requirements for appointment. Applicants must ensure that they understand the essential criteria as outlined and that their Application Form clearly demonstrates that they meet the standard required.

Applicants will be assessed for appointment on the basis of the information provided in their online Application Form – so it is important that all parts of the Application Form are fully completed and that each applicant provides sufficient and relevant information to promote and support their application.

Successful applicants will receive an offer of temporary employment by **19 May 2026** and will be required to confirm their acceptance of the offer made by return.

Should an applicant not reply or decline an offer of employment made, they will be deemed to have withdrawn their interest in the temporary appointment, and we will move to offer employment to the next available applicant.

It is the responsibility of the applicant to provide accurate contact details on their Application form. Correspondance from the Council will be issued to the email address provided.

Longford County Council does not accept responsibility for communications not accessed or received by an applicant.

Candidate Information Booklet - Student Summer Employment

The following table outlines the selection and recruitment stages with indicative timelines:

Stage 1 – ONLINE APPLICATION	
CLOSING DATE	4:00pm – Friday 01 May 2026
Stage 2 – ASSEMENT OF APPLICATIONS RECEIVED	
TIMELINE	05 – 08 May 2026
Stage 3 – NOTIFICATION OF OUTCOME & OFFERS TO ALL CANDIDATES	
TIMELINE	Tuesday 19 May 2026
Stage 4 – FORMAL ACCEPTANCE OF OFFER OF EMPLOYMENT BY SUCCESSFUL APPLICANTS	
CLOSING DATE	Friday 29 May 2026
Stage 5 – COMMENCEMENT OF EMPLOYMENT FOR SUCCESSFUL APPLICANTS	
START DATE	06 July 2026

This information is given as a guide and may be subject to alteration at the discretion of the Council.

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 our 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.

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