



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

**WATERFORD CITY & COUNTY COUNCIL
MACHINERY YARD DRIVERS/OPERATORS PANEL
MACHINERY YARD, DUNGARVAN.**

PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

- All application forms must be submitted fully completed and inclusive of all the requested documentation by **4.00pm on Thursday 25th May 2017**. All **incomplete applications** will be deemed **invalid** after the closing date and will not be included in the competition.
- Applications will only be accepted by post or by hand.
- It is **compulsory** for each applicant to submit a copy of their current **Safe Pass Card, a full Category C Driving Licence and a current Driver CPC card with their application**.
- Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, is **received** on time by the Human Resource Department of Waterford City & County Council. Any applications received after the closing date and time will not be included in the competition.
- All Sections/Questions in this document must be completed in full (**a Curriculum Vitae will not be accepted**). In order to ensure that each candidate is treated fairly and equally the interview board will only be provided with candidates application forms.
- Once the application form is submitted to the Human Resource Department of Waterford City & County Council, candidates are not permitted to alter/make additions or make deletions to their application in any way.
- Waterford City & County Council may decide, by reason of the number of persons seeking admission to the competition to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by Waterford City & County Council. Shortlisting will be based on qualifications, relevant experience, and information submitted on the application form.

- It is the candidate's responsibility to inform the Human Resource Department of Waterford City & County Council of any change of address.
- Before signing this form please ensure that you have replied fully to the questions asked. You should satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination and hence persons who are ineligible but nevertheless enter may thus put themselves to unnecessary expense. Waterford City & County Council will not be responsible for any expenses which may be incurred by the candidate in attendance for interview.
- You are required to return the completed and signed original application form along with 3 photocopies of same in hard copy format. **If original and 3 copies of the fully completed form are not received by the Human Resources Department the application will be deemed invalid and excluded from the competition.**

**WATERFORD CITY & COUNTY COUNCIL
MACHINERY YARD DRIVERS/OPERATORS PANEL
FOR MACHINERY YARD, DUNGARVAN**

*Four (4) copies of this application form, when completed should be returned to the Human Resources Section, Waterford City & County Council, Civic Offices, Davitts Quay, Dungarvan, Co. Waterford, no later than:
4:00 p.m. on Thursday 25th May, 2017.*

NAME IN FULL
(Block Letters)

PRESENT ADDRESS
(Notify any change at once in writing)

ADDITIONAL CONTACT DETAILS
(Notify any change at once in writing)

Home No: _____

Mobile No: _____

Email: _____

Are you currently, or have you been within the past twelve months an elected member of a Local Authority?

YES **NO**

If yes, please provide details

Do you hold a current valid driving licence which allows you to drive in Ireland (Class B)?

YES **NO**

If No, Please provide details

Categories of Licence held:

(Please circle as appropriate)

A		B	C		D		E+				
A1	A	B	C1	C	D1	D	B	C1	C	D1	D

Other Qualifications (if any)

<i>Degree, Diplomas etc.</i>	<i>Grade Obtained (e.g. Pass; 2.2; 2.1; 1; etc) Please list <u>each</u> subject taken in final exam</i>	<i>University, College or Examining Authority</i>	<i>Year in which Degree/Qualification was obtained</i>

Please detail as applicable if you hold any of the below desirable courses:

(Please note all courses you indicate below must be current at the latest date of receipt of applications.)

<i>Name of Course</i>	<i>Do you hold a current certificate for this course? YES/NO</i>	<i>Date of Expiry</i>
<ul style="list-style-type: none"> • CSCS Card and experience in driving Tracked 360 Degree Excavator 		
<ul style="list-style-type: none"> • CSCS Card and experience in driving Telehandler/Loading Shovel 		

EMPLOYMENT RECORD

<i>Dates</i>			<i>Name and address of Employer</i>	<i>Title of post held, description of duties etc.</i>
<i>Period in months</i>	<i>From</i>	<i>To</i>		

(Employment Continued)

<i>Dates</i>			<i>Name and address of Employer</i>	<i>Title of post held, description of duties etc.</i>
<i>Period in months</i>	<i>From</i>	<i>To</i>		

Please indicate any particular experience and/or achievements you hold which you consider relevant to your application for this position.

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Any additional information you wish to give in support of your application.

Applications from people with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for aptitude test/interview can be made if necessary.

Do you consider that you have a disability?

Yes No

Are you registered with any organisation for disabled?

Yes No

If you consider that you have a disability please give details of any requirements for aptitude test/interview arrangements e.g. sign language.

Are you at present employed by a local authority or any other public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) in the State? Yes/No

If yes give (i) Name of Authority _____

(ii) Details of Service _____

Are you in receipt of a superannuation allowance in respect of previous employment under a local authority or any other public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012)

Yes/No

If yes, give particulars of pension and date granted _____

Have you ever accepted voluntary redundancy/early retirement from a local authority or any other public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) by which you were employed?

Yes/No

If yes, give details _____

REFEREES

Please give below the name and address of your present or most recent employer, or a responsible person, to whom you are not related, whom we can contact for a reference.

First Reference	Second Reference
Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone No:	Telephone No:

Before signing this form, please ensure that you have replied fully to all questions asked. You should also satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of Candidates in advance of the interview/examination, and hence persons who are ineligible but nevertheless enter may thus put themselves to unnecessary expense.

I, the undersigned, HEREBY DECLARE all the foregoing particulars to be true and give my permission for any enquiries to be made to establish such matters as qualifications, experience, character and for the release by other people, agencies, garda authorities or organisations of such information as may be necessary to Waterford City & County Council for that purpose. This may include enquiries prior to employment from past/present employers and the submission of the application is taken as consent to this. I also declare that I have read and understood the instructions outlined on page 1 of the application form.

SIGNATURE OF APPLICANT _____

DATE: _____

NOTE:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The information supplied in this form is held on the understanding of confidence subject to the requirements of the freedom of Information Act 1997 or other legal requirements.