



**Comhairle Chontae na Gaillimhe**  
**Galway County Council**

**CANDIDATE INFORMATION BOOKLET**

**Recruitment and Selection  
Campaign for the Position of  
Fulltime Fire Fighter**

**2019**

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# QUALIFICATIONS FOR THE POST

## 1. CHARACTER

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Candidates must be of good character.

## 2. AGE

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Each candidate shall be not less than 18 years of age on the closing date of application. The retirement age for firefighters is 55 years of age.

## 3. HEALTH

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Candidates must:-

- a) Be in a state of health as determined by Galway County Council's medical adviser, such as would indicate a reasonable prospect of ability to render regular and efficient service.
- b) Comply with the following physical standards:-

**Physical Capacity** - have attained the level of fitness required to undertake all Fire Service duties.

**Strength** - be assessed by undertaking tests of hand grip and leg/back pull strength on a load cell dynamometer.

Candidates should have a **handgrip strength** of:-

- Dominant hand - 35kg or above
- Subordinate hand - 33kg or above
- Leg/back pull strength of 117kg or above.

**Vision (unaided)** - 6/6 in each eye.

**Colour Perception** - Applicants shall be tested with the Ishihara plates. Two errors of identification permitted in the set of plates. No substitute test of colour vision will be accepted.

**Hearing:** Health & Safety Authority Hearing Category 1.

#### 4. HEALTH CONT'D

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The following specific medical conditions will disqualify a candidate: -

1. Failure to comply with any of the requirements listed under number 3.
2. History of epilepsy.
3. Alcohol or drug dependency.
4. Chronic bronchitis, asthma or other disabling disease of the lungs.
5. Organic disease of the cardio-vascular system, including blood pressure.
6. All types of diabetes mellitus, whether insulin-dependent or non insulin-dependent.
7. History of vertigo or any illness affecting the sense of balance.
8. History of mental instability.
9. History of low back symptoms.
10. History of significant knee joint injury or disease.
11. History of night-blindness.
12. Chronic skin disease, specifically allergic contact dermatitis, irritant dermatitis and severe psoriasis.

#### 5. EDUCATIONAL STANDARD

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Each candidate must have obtained at least Grade D (or a pass) in five subjects, including Mathematics and English, from the approved list of subjects in the Department of Education & Skills Junior Certificate Examination or in an examination of at least equivalent standard.

If you progress in the competition you will be required to submit your original qualifications which will be copied and returned to you immediately. Please ensure that if you received your education qualifications outside of Ireland that you have the level of your qualifications confirmed by the Irish National Frameworks of Qualifications at [www.qqi.ie](http://www.qqi.ie) and submit such confirmation with your original qualifications when requested to do so.

In selection of candidates, additional marks may be awarded to those who have any of the following:-

- a higher educational qualification than that prescribed above e.g. Leaving Certificate.
- experience of driving heavy vehicles.
- technical or trades training.

## 6. DRIVING REQUIREMENT

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Each candidate is required to hold a current full unendorsed Driving Licence – Category B. On appointment and before the expiry of the probationary period i.e. 12 months, firefighters will be required to obtain a HGV licence to enable them to drive Fire Appliances.

## DETAILS AND PARTICULARS

Galway County Council is embarking on a recruitment and selection campaign for the creation of a panel for the position of Fulltime Fire Fighter.

Galway County Council is responsible for the provision a Fire and Rescue and a Fire Prevention service to Galway City and County on a shared service basis. The Council now requires fulltime fire fighter(s) for it fulltime Fire and Rescue team.

The common image of the Fire and Rescue Service is naturally one of fire-fighters turning out in fire appliances and fighting fires. It is true, of course, that some of the work involves attendance at fires, but the role of the Fire and Rescue Service is much wider and the needs of the community much more varied.

Galway Fire and Rescue Service responds to all emergency calls from the public for assistance, primarily to protect life and save injury to individuals, but also to prevent and restrict damage to property. Many emergency calls, however, are not to fires, but to incidents where members of the community are trapped in vehicles following road traffic accidents, trapped in machinery, or trapped in less life-threatening circumstances, as well as being called to chemical spillages, toxic emissions and river rescues. To deliver this service to the public the Fire and Rescue Service has to develop operational plans, including the provision of adequate water supplies for firefighting; ensure that effective arrangements exist to receive emergency '999' calls and mobilise resources; implement effective operational communication systems throughout the Fire and Rescue Service; enforce, promote and encourage fire safety within the City and County by programmes of inspection and publicity; conduct effective training to develop the skills and abilities of personnel; and provide, maintain and repair its premises, vehicles, plant and equipment.

Fully qualified fire-fighters are skilled experts capable of using the most modern equipment, methods and techniques to undertake the full range of duties such as firefighting, rescue, attendance at road traffic accidents and other emergencies. The fire-fighter's working life and training is geared to responding safely and effectively to emergency calls, regardless of weather conditions or the time of day or night. Every time fire-fighters are called to the scene of an emergency they must be prepared to deploy each and every skill in which they have been trained. When they arrive at an incident as part of a team under the command of an Officer, they may individually have to absorb a great deal of information rapidly and apply the skills they have learned in conditions which will often be extremely dangerous and confusing. Despite all the training given in preparation for such incidents, however, fire-fighters will from time to time be faced with new situations where they may individually be required to provide the answers using previous experiences as a guide.

Fire-fighters wearing breathing apparatus, feeling their way through a smoke filled building with toxic hazards, in order to effect a rescue, cannot ask for instructions. In order to function effectively in emergencies every fire-fighter's pre-eminent characteristics must be those of -

- courage,
- physical strength,
- the capacity for rapid, intense and sustained effort
- an unquestioning acceptance of orders at emergencies
- capacity to use initiative when alone,
- the skilled fire fighters complete and automatic familiarity with the equipment and tools of the profession (which may range up to major items of plant such as hydraulic platform or aerial skylift appliance),
- a practical understanding of the basis of a wide range of subjects necessary to anticipate and overcome hazards,
- sympathy towards victims of emergencies
- ability to carry on in what may occasionally be emotionally harrowing circumstances.

## **A GOOD JOB**

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Action, serving the community, job satisfaction, security and a pension – with all this on offer entry into the full time Fire and Rescue Service is extremely competitive. If you can meet the demands of a public service with a first class reputation for dealing with all types of serious incidents, the full time Fire and Rescue Service can offer you a secure and satisfying job.

## **A SATISFYING AND PROGRESSIVE CAREER**

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A career as a Full time Fire-fighter will be demanding both physically and mentally. You will be posted to an operational watch at Galway City Fire Station and for the first year you will be on probation. You will be expected to absorb a wide range of information and to demonstrate your technical and practical skills through a series of assessments and examinations.

## ALWAYS IMPROVING

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Technological developments in every dimension of our lives and new hazards have to be matched by improvements in firefighting techniques and equipment. In addition for Fire Officers, there are also continuing and important managerial developments and responsibilities. This is why the Fire and Rescue Service needs people of ability to command the fire-fighters of the future. A reasonable standard of education is desirable so that you can assimilate the technical work involved in today's service. The role of a modern fire-fighter is very challenging and rewarding and individuals are required to display determination, physical stamina and discipline in stressful situations.

## MAIN DUTIES AND RESPONSIBILITIES

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- To respond to and deal with emergency calls immediately and safely.
- To write clear and concise reports.
- To work effectively and efficiently as a member of a team.
- To undertake all training as required.
- To acquire and maintain knowledge to enhance professional skills in all areas relevant to the position including:-
  - topography
  - hazards and special risks
  - water supplies and fixed fire fighting systems, etc.
- To maintain, clean, repair and test fire-fighting and emergency equipment as required.
- To uphold the Fire and Rescue Service's high standards and reputation with particular regard to appearance, dress, conduct, behaviour and demeanour.
- To maintain a level of health and fitness commensurate with your duties as a Firefighter.
- To adhere to all aspects of the Discipline Code

- To understand, comply with and implement all relevant policies and procedures of Galway Fire Service and Galway County Council to include Health and Safety, Grievance and Disciplinary, Dignity at Work and Code of Conduct for Employees.
- To undertake routine administrative duties, including the use of information technology, as required.
- To carry out any other duties as reasonably required by the Chief Fire Officer.

## PRE EMPLOYMENT CHECKS

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### **Placement on a panel from this competition is not a guarantee that a position will be offered.**

Before contracts of employment are entered into various checks are undertaken. These include medicals, references and GARDA vetting. The Council will invite to attend a medical only the required number of successful candidates at the interview stage to meet the number of vacancies determined by the Council at the time.

Applicants must be able to satisfy the Council's Medical Doctor that they are in general good health and have the potential to maintain minimum fitness standards for the duration of their careers.

Applicants will also be required to undergo:-

- (a) Eye sight test
- (b) Colour perception test
- (c) Chest x-ray
- (d) Hearing Test

References for successful candidates will be checked and Garda Vetting will also be completed at this point. All of the above have to be satisfactorily completed and candidates must be available to commence at the training Centre (which may be outside of the state) on the date determined by the Council.

This course will last a minimum of thirteen weeks and may take place outside the state. The Recruit must be able to make continual and satisfactory progress to pass the written, oral and practical tests set at intervals throughout this period. The training is varied and demanding and covers such subjects as basic equipment handling, breathing apparatus,

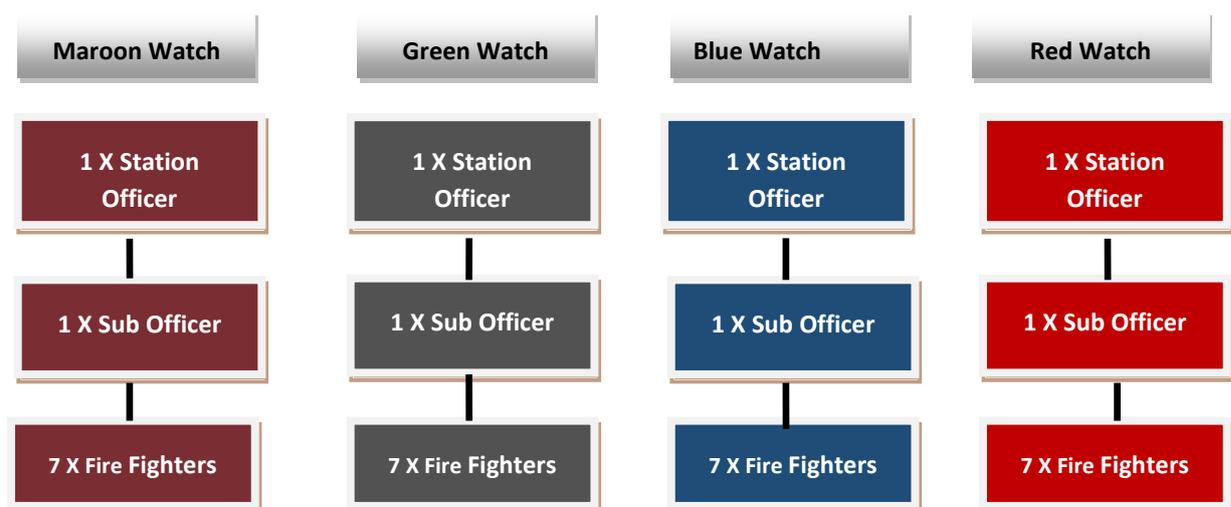
first aid, hydraulics, chemistry, physics, building construction, administration and basic fire safety. Candidates who do not satisfactorily complete the basic recruits' course will have their employment terminated.

Successful candidates will be posted to an operational Fire Station as part of the operational team and will attend fires and other emergencies. The probationary period lasts one year from the date of appointment. Again, the Probationer must demonstrate progress in practical skills and technical knowledge and pass an end of probation practical, oral and written test and medical to secure confirmed appointment. Candidates will also be required to obtain a full 'C' Driving Licence during their 12 month probation period. Candidates not holding a full 'C' Licence will be required to obtain same at their own expense during this period (see Minimum Requirement for post).

## POSTINGS

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Initially recruits will be posted to one of the 4 watches:



### HOURS OF WORK

A shift system, relative to the posting exists. This is designed to provide continuous cover throughout the year (which will include nights, weekends and Public Holidays) and is subject to change from time to time by the Council. The current shift patterns are as follows:

Day Shift - 0900 hours - 1800hours

Night Shift - 1800 hours - 0900 hours

These are subject to change by the Council from time to time.

## **PROBATION**

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Where a person is permanently appointed to Galway County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

## **PAY**

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The current wage scale for Firefighter is: €561.28 to €973.26 per week gross. This is subject to change at the direction of the Council. A number of allowances are also payable.

## **GENERAL**

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- Fire-fighters are required to attend courses as directed from time to time. These courses are during and outside of normal working hours.
- Fire-fighters are expected to obtain a HGV licence within their probationary period at their own expense to enable them to drive Fire Appliances.(See Minimum Requirements for Post).
- Fire-fighters within the Fire and Rescue Service have a high standing in the community and members are required to maintain a high standard of dress and appearance as well as conducting themselves in a responsible manner at all times.

- The successful candidate shall be required to wear a uniform in accordance with the Galway Fire and Rescue Service Uniform Policy and maintain it in good condition at all times. The uniform will be supplied by Galway Fire and Rescue Service.

## **OUTSIDE EMPLOYMENT:**

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Employees recruited to the fire service shall not engage in any gainful occupation which would impair the performance of their duties as a Firefighter or in any occupation which might conflict with the interests of Galway County Council as a fire authority or which might be inconsistent with the discharge of their duties as a Firefighter

## **HEALTH AND SAFETY**

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It shall be the duty of every Fire-fighter while at work:

- a) to take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
- b) to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions;
- c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work; and
- d) to report to his/her employer or his/her immediate superior, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health and welfare, of which he/she becomes aware.

No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

## **RESIDENCE**

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Holders of the post shall be required to live within a reasonable distance of Galway City Fire Station.

## **RETIREMENT**

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Holders of the post will be required to retire on reaching the age of 55 years.

## **UNIFORM AND EQUIPMENT**

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Firefighters are required to keep in good order any item of uniform or equipment issued to him/her, to return such items on dismissal or resignation; and to make good any damage to same not arising from fair wear and tear.

## **PENSION**

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The full-time fire service are members of the Local Government Superannuation Scheme. Full details in respect of the scheme can be made available to candidates prior to appointment.

## **SUPERANNUATION CONTRIBUTION**

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A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory

# A CAREER AS A FIRE FIGHTER

## IS IT REALLY FOR YOU?

Before embarking on the selection process please satisfy yourself that you meet the minimum qualifications for the post as set out in pages 3, 4 and 5 of this booklet..

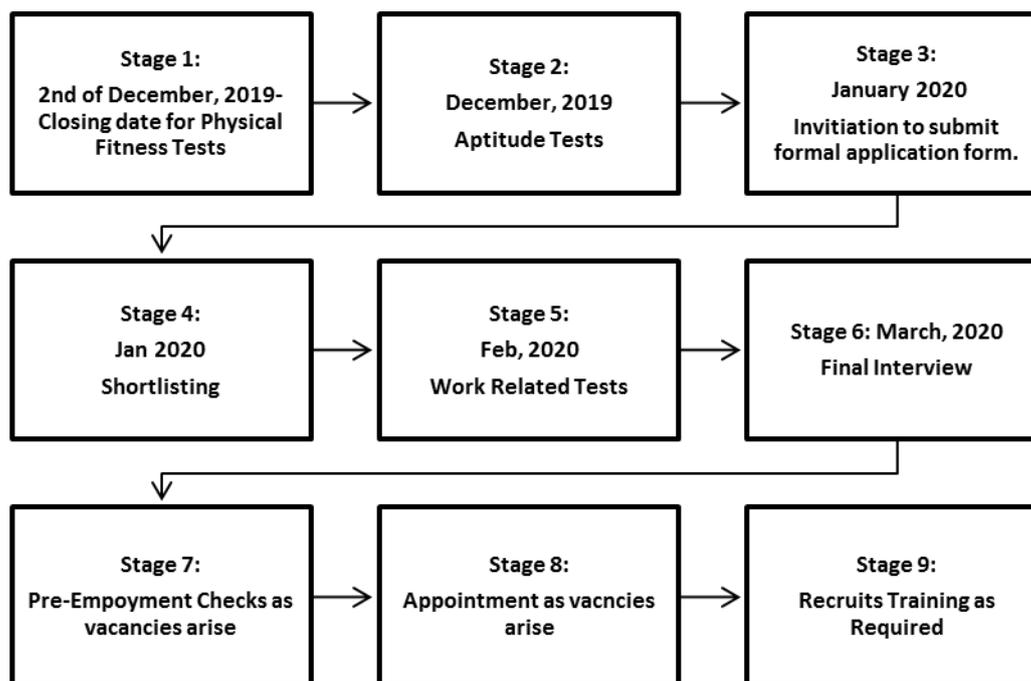
Tick YES or NO to each of the following questions.

	<b>YES</b>	<b>NO</b>
Are you able to meet the demands of working in a disciplined uniformed service? Can you take orders from other people? Can you accept the need to keep to rules that tell you what you can and cannot wear and the standard of appearance you must maintain e.g. how you should wear your hair?	_____	_____
Can you get on with people from different backgrounds and cultures?	_____	_____
Do you have the emotional strength to deal with a road traffic accident or other instances where there may be severe injuries or loss of life?	_____	_____
Can you work as part of a close knit team?	_____	_____
Can you work under pressure without letting the rest of your team down?	_____	_____
Do you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive?	_____	_____
Can you take the responsibility for representing the Fire Brigade when you are at work and <i>when you are not</i> ?	_____	_____
Are you committed to maintaining and developing your skills? Are you prepared to study on top of your normal working day?	_____	_____
Can you work at heights or in confined spaces?	_____	_____
Are you committed to maintaining your health and physical fitness? Is regular exercise a part of your everyday life?	_____	_____
Are you prepared to work day and night shifts, evenings, weekends, public holidays?	_____	_____
Are you a practical person who likes to work with their hands and with equipment? Do you enjoy making things or finding out how things work?	_____	_____
Are you someone who can always be relied on to be somewhere on time?	_____	_____
Are you someone that others see as dependable?	_____	_____
Are you prepared to work outside in all types of weather, even if you are wet and cold and you don't know when a job might finish?	_____	_____

If you answered yes to the above, can you give good examples to back your answers up? If you can and if you are still confident that a career as a Firefighter is for you, please proceed to Stage 1 of Galway County Council's Fulltime Fire Fighter selection process

*Note: This form is for your use only. Do not send it back to us.*

## SELECTION PROCESS STAGES AND INDICATIVE TIMELINE



This time line is an indicative timeline and both the timeline and the stages may vary as the competition progresses depending on the numbers that remain after each stage. Galway County Council will endeavour to keep candidates updated in relation to the progression of the recruitment competition in so far as is possible. You must attend on the date and time allocated to you for various stages of this competition. Due to the large number of applications expected for this competition requests for alternative dates or times cannot be facilitated.

# COMMUNICATIONS

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Galway County Council will contact you when necessary at each stage of the competition by post or email.

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message will be sent to the email address/telephone number originally supplied. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie). The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Galway County Council. Galway County Council accepts no responsibility for communication not accessed or received by an applicant.

Please do not contact the Human Resources Department unless absolutely necessary as it is expected that there will be a high level of interest in this recruitment competition. Galway County Council will not be disclosing the number of applicants remaining at any stage throughout the competition.

General updates may be published via social media in relation to progression of the recruitment and selection campaign at:



[www.galway.ie](http://www.galway.ie)



[www.facebook.com/galwaycounty](http://www.facebook.com/galwaycounty)



[www.twitter.com/galwaycoco](http://www.twitter.com/galwaycoco)



[hr@galwaycoco.ie](mailto:hr@galwaycoco.ie)

**-STAGE 1-**

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**PHYSICAL FITNESS  
TESTING**

**Closing Date: Monday the 2nd of December 2019**

## **BEFORE YOU PROCEED**

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Before proceeding with this stage of the selection process you should satisfy yourself that this is the career for you and that you meet the minimum qualification criteria for the post as set out in Pages 3, 4 and 5 of this booklet. Please pay particular attention to the medical requirements of the post.

This will prevent you from incurring unnecessary expense in completing the physical fitness test if you cannot meet these minimum qualification requirements.

## **PHYSICAL FITNESS REQUIREMENTS AND TESTS FOR PROSPECTIVE APPLICANTS**

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The work of a Fire-fighter is demanding, both physically and mentally. Training for the role is equally demanding. Successful applicants who go on to be recruits at the Service Training Centre have to absorb a considerable amount of theoretical and practical information over a minimum 13 week period of training, all of which is continually monitored by written, oral and practical examinations. In addition, a high level of all round fitness needs to be achieved and maintained, not only whilst at the Training Centre but throughout a service career.

As part of the recruitment process, all those who are interested in submitting an application for a fire-fighter position must undertake a fitness assessment designed to satisfy the Fire Service that they are fit and strong enough to undertake the vigorous, recruit training courses and also to determine whether they are physically capable of performing the everyday tasks working with ladders, hoses and other equipment which are essential for all Fire-fighters.

This document will give you an indication of the nature of the tests you will have to undergo during the selection process to satisfy the Council that you have the necessary physical attributes for a successful career in the Fire Service. You may wish to seek medical advice or advice from a fitness professional in respect of suitable training regimes which can assist you in reaching the required standards.

It is your responsibility to ensure that you have reached the required fitness level to enable you to complete the Physical Fitness Test required in Stage 1 of this recruitment campaign.

**Only those who reach the required standard in the Physical Fitness Tests will be invited by Galway County Council to Stage 2 –Aptitude Testing Stage of the Recruitment process**

**Please read carefully the next section which will explain to you in detail the Council’s requirements in this area.**

## **FITNESS TESTS AND GENERAL MEASUREMENTS**

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### **BLOOD PRESSURE**

**Protocol:** A digital blood pressure meter may be used to measure blood pressure on your left arm.

**Level Required:**

<b>Systolic</b>	Maximum 155
<b>Diastolic</b>	Maximum 95

Candidates who exceed either of the parameters above on two consecutive measurements will not be permitted to continue with any further fitness assessment and will be recommended to seek a medical opinion as to the cause of the raised blood pressure.

### **MUSCULAR STRENGTH**

#### **GRIP STRENGTH**

**Protocol:** The candidate squeezes a handgrip as tightly as possible. The result of this effort is recorded on a digital scale. The test is performed with the arm straight and to the side of the body without the handgrip touching the leg or being allowed to be swung to an alternative position. The test is performed on each hand.

**Level Required:** Candidates are required to exceed:

<b>Dominant Hand</b>	35 kg
<b>Subordinate Hand</b>	33 kg

## **BACK AND LEG STRENGTH**

**Protocol:** The candidate is required to pull maximally, within their safe capability, in an upwards direction on a handle attached to a chain and a measuring gauge, by use of the legs and back muscles.

**IMPORTANT** - This test should not be performed by anybody with a current episode of low back pain or a history of chronic musculoskeletal problems.

**Level Required:** Candidates are required to exceed 117 kg.

## **CARDIOVASCULAR TESTS**

### **RESTING PULSE**

**Protocol:** This will be taken at the same time as Blood Pressure readings.

**Level Required:** No specific requirement.

This test is purely used to calculate other results. Resting pulse gives an indication of heart size and efficiency of the cardiovascular system. It alters in response to exercise and indicates your ability to recover from exertion.

### **STEP TEST**

**Protocol:** The **Chester step test** will be used. This test is a multistage, sub-maximal test which requires the candidate to step up to and back down from a low raised platform at a rate set by a metronome. The test is progressive, starting with a very slow step rate of 15 steps/minute, which increases gradually every two minutes until the subject reaches approximately 80% of maximum heart rate. Candidates will be expected to wear a Polar Heart Rate transmitter around their chest with a watch receiver either on their wrist, or held close to their chest wall, by the Evaluator.

**Level Required:** Candidates must achieve a predicted **VO<sub>2</sub>Max** of 45 millilitres of oxygen per kilogram of body weight per minute or above.

## HOW DO I PROCEED WITH THE FITNESS TESTS?

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This information is important. Please take the time to read it carefully.

**The deadline for completion of Galway County Council Fulltime Firefighter Fitness Tests is close of business on Monday 2<sup>nd</sup> of December, 2019**

The Fitness Test can only be undertaken by appointment as follows :

Approved Fitness Test Provider	Contact Method
Prospect Medical Centre	091-524536

You must pay the cost of the fitness test to the approved physical fitness test provider prior to undertaking the test. Please wear casual comfortable clothes, which can be tee-shirt, shorts with runners.

**It is your responsibility to arrange your physical fitness test directly with the approved fitness test provider and pay the fee which is non-refundable. You must have a pre-arranged test. Walk-in appointments cannot be facilitated. You are urged to give ample notification if you are unable to keep an appointment as the time has been assigned to you and could be given to another in need of treatment or fitness testing.**

## WHAT DO I NEED TO BRING TO THE FITNESS TEST?

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In order to carry out the physical fitness test you will be required to present your valid full Category B driving licence for identification purposes and a letter from your doctor **confirming that you are medically fit to carry out physical fitness tests as listed in this Candidate Information Booklet.** If your driving licence does not have a photograph, you must also bring your current passport for photographic identification purposes.

**Please note that if you do not have this letter and your valid driving licence, you will not be allowed to carry out the physical fitness test.**

## RESULTS OF THE FITNESS TESTS

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On completion of the test, you will be advised by the Fitness Test Provider if you have been successful.

If you do not successfully complete the physical fitness test by the closing date set out below, you will not be invited to **Stage 2-Aptitude Testing** of the Fulltime Firefighter selection process.

**There is no restriction on the number of physical fitness tests you can take. Priority will be given to those who are completing the physical fitness test for the first time in this process. Only those who successfully reach the required standard in the test will be invited to formally apply.**

## **SUCCESSFUL PHYSICAL FITNESS TEST**

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If you are successful at the Physical Fitness Test Stage you will be required to complete a form at the Fitness Test Centre giving your contact details. Once you have completed this form correctly, Galway County Council will arrange to collect the form directly from the Fitness Test Provider. It is not necessary for you to contact Galway County Council. The Council will be in contact with you directly with regard to the next step in the process.

Only positive test results on the prescribed Galway County Council Documentation will be accepted. Positive test results from any other Clinic(s)/Physical Fitness Test Provider will not be accepted.

Under no circumstances will physical fitness tests be conducted later than the closing date of **Monday the 2<sup>nd</sup> of December, 2019**. While every effort will be made to accommodate all those who are interested in completing the test, Galway County Council or the Approved Fitness Test Provider will not be responsible for a failure to receive a test before the closing date. The test is taken at a particular point in time and the decision of approved fitness test provider is final in respect of any particular test. You may be assured that no bias exists and each test participant is treated equally. If there is time and appointment availability within the designated time period, you can if you wish, pay for and complete a second test. Priority however will be given to those who have yet to complete the test.

Don't Miss the  
**DEADLINE!**

The latest date for completion of the Physical Fitness Test is:

5pm on Monday the 2<sup>nd</sup> of December, 2019

**-STAGE 2-**

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**APTITUDE TESTING**

## APTITUDE TESTING

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The objective of the Aptitude tests is to give everyone the chance to show their ability to think clearly and logically.

These tests may include:

- Numerical and logical reasoning
- Verbal reasoning
- Spatial ability
- Mechanical ability
- Essay: To describe a particular scene.
- Comprehension test based on a paper which candidates will be given when invited to attend.
- Dictation Test – Tests a candidates ability to record & recall critical information
- Or any other test as determined by the Council.

## WHAT DO I NEED TO BRING TO THE APTITUDE TEST?

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You must bring your current, full Category B driving licence as identification. This driving licence must be, as a minimum, Category B. You will not be allowed to proceed with the tests without producing your current Class B driving licence.

If your driving licence does not have a photograph, you must also bring your current passport for photographic identification purposes.

The location of the Aptitude test centre will be notified to candidates nearer to the test date.

**The 50 highest scoring participants in these tests will be invited to the next stage of the selection process.**

# STAGE 3:

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## INVITATION TO SUBMIT APPLICATION FORM

- The 50 highest scoring candidates from Stage 2 will be invited to submit a formal application form for the position of Fulltime Firefighter with a set closing date for receipt of applications.
- You must **include copies of declared educational qualifications** and a **copy of your driving licence** with your application form.
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in pages 3, 4 and 5 of this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

# STAGE 4:

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## SHORTLISTING

- Depending on the number of valid applications received, Galway County Council reserves the right to shortlist applications.

**-STAGE 5-**

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**WORK RELATED TESTS**

## WORK RELATED TESTS

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Candidates may be required to undergo a selection of the following tests. It should be noted that the details of the tests **may** vary from that described below prior to, or on the actual day of the test. Candidates will be notified of the intended format on successful completion of the previous phases

### (A) **Ladder Climbing Test and Attitude to Heights**

**Protocol:** Climbing Fire & Rescue Service ladders and working at heights is an essential part of the role of a Fire-fighter. It is a task you can be expected to perform from week two of the recruit course and then subsequently throughout a career in the service.

A ladder 13.5m in height will be placed against a high building. You will be given basic instruction in the correct and safe technique of climbing ladders, and working off them. This includes taking a leg-lock on the ladder, which allows you to let go of the ladder with your hands yet remain safely on the ladder, using a leg grip technique. For the purpose of this test you will wear a safety harness. After being given the basic instruction you may be allowed one practice climb, after which the assessment will commence. Under assessment you will be required to climb the ladder and take a leg lock approximately half way up. You will then climb to the top of the ladder and enter the third floor of the high building, remount the ladder and descend. A series of numbers and letters will be displayed to you at ground floor level during the exercise. To read them you will need to look down. You will identify each letter and number and inform the assessor.

You will be assessed on your ability to work at heights by completing the task outlined. In addition, you will be expected to demonstrate the correct techniques for ladder work, outlined at the beginning of the session, to show you have understood basic instruction and have the ability to put that instruction to use.

**Level Required:** The candidate must complete this test in its entirety.

### (B) **Manual Dexterity**

**Protocol:** The candidate may be required to re-assemble six connectors/couplings. When connected they cannot be simply pulled apart. The different types of connection will require different combinations of movement to assemble them. Movements will include twisting, pushing and pulling, etc.

This task is designed to test the candidate's manual dexterity and pattern recognition when dealing with standard fire & rescue service connections. All connections are used on different items of equipment within the Fire & Rescue Service and are required to form a water or air tight seal.

**Level Required:** The candidate must complete this test in its entirety within a time limit.

**(C) Ability to Work in a Confined Space (Wearing Breathing Apparatus)**

The ability to manoeuvre the body and other objects in awkward and tight situations, sometimes in complete darkness is an aspect of firefighting. This test is designed to test your agility and how you cope with these conditions.

You will be given basic instruction on wearing a breathing apparatus set (approx. weight 18kg). Wearing a breathing apparatus with the mask blanked out, you will be required to enter the crawling gallery (a series of small tunnels of varying height and width) and negotiate a short route through the gallery. Whilst in the gallery you will be expected to locate a dummy simulating a casualty and drag it back to the point where you entered.

At the start of this test, you will be shown a number of everyday items on a tray and asked to memorise them. On completion of the test you will be asked to recall these items.

Your performance will be judged on your ability to bear the weight of the set whilst completing the task. The time taken to complete the task is also taken into account in assessing your overall performance as is your ability to recall the aforementioned items.

**(D) Equipment Carry**

This is a test of aerobic fitness, muscular strength and stamina. Candidates will be required to:

- Drag a hose reel from an appliance for 25 metres, then jog back 25 metres
- Pick up and carry 2 coiled hoses for 100 metres
- Carry 1-coiled hose at chest height for 25 metres and then jog back 75 metres
- Pick up and carry a 2.4 metre suction hose and basket and strainer for 100 metres
- Jog 100 metres
- Pick up and carry simulated LPP weights, 15kg per hand for 100 metres.

**Level Required:** The candidate must satisfactorily complete this test in its entirety within a time limit.

## **PREPARING FOR YOUR SELECTION DAY(S)**

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Success in the practical assessment day(s) requires a high level of fitness. Many of the tests described above test your cardio respiratory fitness, muscular strength and muscular endurance. These tests will not be a problem for someone who maintains a high level of fitness. If you are not sure about your fitness level, it is recommended that you undertake regular aerobic exercises, for example, running, swimming and cycling. A general indicator of an acceptable level of fitness is to be able to run 6 miles in 48 minutes or less.

If you have never participated in an exercise regime or have any doubts about your general health or have injuries or illness, it is recommended you consult your GP before undertaking strenuous exercise.

## **WHAT DO I NEED TO BRING TO THE WORK RELATED TESTS?**

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You must bring your current driving licence as identification. This driving licence must be, as a minimum, Class B. You will not be allowed to proceed with the tests without producing your current Class B driving licence.

If your driving licence does not have a photograph, you must also bring your current passport for photographic identification purposes.

**-STAGE 6-**

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**FINAL INTERVIEW**

## **FINAL INTERVIEW PROCESS**

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Only the top candidates who are successful at the testing stage will be considered for interview. The interview is your opportunity to give evidence of your knowledge, skills and experience and the Fire Service's opportunity to assess your suitability for the role of firefighter. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Galway County Council are satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore, for you to note the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Galway County Council will not be responsible for refunding any expenses incurred.

Interviews shall be conducted by Board(s) set up by Galway County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Galway County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for the obligatory test(s) on the date(s) specified by Galway County Council and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the postal or email address specified on their application form.

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

- (i) Their place, in order of merit, on the panel.
- (ii) The requirements of Galway County Council

## **WHAT DO I NEED TO BRING TO THE FINAL INTERVIEW?**

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You must bring your current driving licence as identification. This driving licence must be, as a minimum, Category B. You will not be allowed to proceed with the interview without producing your current Class B driving licence. If your driving licence does not have a photograph, you must also bring your current passport for photographic identification purposes.

# **STAGE 7:**

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**PRE-EMPLOYMENT CHECKS**

# **STAGE 8:**

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**APPOINTMENT**

# **STAGE 9:**

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**RECRUITS TRAINING**

## PRE-EMPLOYMENT CHECKS, APPOINTMENT AND TRAINING

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**Before contracts of employment are entered into various checks are undertaken. These include medicals, references and GARDA vetting. The Council will invite to attend a medical only the required number of successful candidates at the interview stage to fill the number of vacancies determined by the Council at the time.**

Applicants must be able to satisfy the Council's Medical Doctor that they are in general good health and have the potential to maintain minimum fitness standards for the duration of their careers. Applicants will also be required to undergo:-

- (a) Eye sight test
- (b) Colour perception test
- (c) Chest x-ray
- (d) Hearing Test

References for successful candidates will also be checked and Garda Vetting will also be completed at this point.

**All of the above have to be satisfactorily completed and candidates must be available to commence at the Training Centre (which may be outside of the state) on a date as determined by Galway County Council.**

# **-THE FINE PRINT-**

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## GENERAL INFORMATION

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1. Galway County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses depending on the numbers that remain after each stage.
2. Galway County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.
5. **The Importance of Confidentiality**  
Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Galway County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Acts 1997 & 2003.
6. **Deeming of candidature to be withdrawn**  
Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.
7. **Data Protection**  
When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the General Data Protection Regulation.
8. **Candidates should note that canvassing will disqualify.**

## IMPORTANT INFORMATION-TERMS AND CONDITIONS

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*Your attention is drawn to this important information.*

*By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:*

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process.
2. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
3. Candidates in the recruitment process must not:
  - Knowingly or recklessly provide false information
  - Canvass any person, with or without inducements
  - Interfere with or compromise the process in any way.
4. A third party must not personate a candidate at any stage of the process. If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
  - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
  - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
5. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the essential requirements.

# FAQ

Frequently Asked Questions (and Answers)

**1. Who can I contact if I have a query in relation to the Fulltime Fire Fighter Recruitment Competition?**

It is expected that there will be a high level of interest in this competition. If you are unclear in relation to any aspect of the competition please read the briefing document and frequently asked questions carefully before contacting Galway County Council's Human Resources Department. If you still need contact the Human Resources Department please send your query via email in the first instance to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie)

**2. I am interested in applying for this competition. How do I arrange to undertake a physical fitness test?**

The onus is on the applicant to arrange, pay for and pass the physical fitness test. The cost of the physical fitness test is not refundable. The closing date for completion of the physical fitness test is the **2<sup>nd</sup> of December, 2019** The physical fitness test can only be completed by prior appointment at the following Approved Physical Fitness Test Provider:

Approved Fitness Test Provider	Method of Contact
Prospect Medical Centre	091-524536

Only persons who successfully complete the prescribed Physical Fitness test will be invited to apply for this competition.

**3. What do I need to bring with me when attending for the Physical Fitness Test?**

In order to carry out the physical fitness test you will be required to present your valid, full, Category B Driving Licence for identification purposes and a letter from your Doctor confirming that you are medically fit to carry out Physical Fitness tests as listed in this Candidate Information Booklet (See page 18 – 23).

**Please note that if you do not have this letter or your full, un-endorsed, driving licence you will not be permitted to carry out the physical fitness test.**

If your driving licence does not have a photograph, you must also bring your current passport for photographic identification purposes.

**4. I live in Cork-Can I complete the Physical Fitness Test with an Occupational Health Physician in Cork?**

The onus is on you to attend for the Physical Fitness Tests at the locations available through the Approved Fitness Tests Provider listed above. Galway County Council will not be responsible for any costs incurred by individuals undertaking the Physical Fitness Test.

**5. What do I wear when undertaking the physical fitness test?**

Please wear casual comfortable clothes, which can be tee-shirt and shorts with runners

**6. When will I know the results of my physical fitness test?**

On completion of the test, you will be advised by the Approved Fitness Test Provider as to whether or not you have passed the Physical Fitness Test.

**7. I have failed the Physical Fitness Test. What are my options?**

If you do not successfully complete the Physical Fitness test by the closing date set out above, you will not be invited to the next stage of the recruitment and selection process. **There is no restriction on the number of tests that you can take prior to the closing date. Priority will be given to those who are completing the test for the first time in this process. Only those who successfully reach the required standard in the physical fitness tests will be invited to the undertake Stage 2-Aptitude Tests**

**8. I have passed the physical fitness test. What happens next?**

The Approved Fitness Test Provider will provide Galway County Council with a full list of persons who have passed the physical fitness test. You do not need to contact the Human Resources Department. Galway County Council will contact you by email or post inviting you to **Stage 2- Aptitude Testing Stage** of the recruitment process. You must attend on the date and time allocated. Alternative dates or times cannot be facilitated.

**9. What do I need to bring to the Aptitude test?**

You will need to bring your driving licence to the test centre. Applicants who do not present their driving licence at the test centre will not be permitted to sit the test and subsequently will not progress any further in the competition.

If your driving licence does not have a photograph, you must also bring your current passport for photographic identification purposes.

#### **10. What happens on completion of the Aptitude Tests?**

Galway County Council will be in touch with you in due course to advise you if you have been successful in progressing to the next stage of the selection process. Again, please do not contact the Human Resources Department unless necessary. Galway County Council will email you inviting you to submit a formal application form for the position of Fulltime Fire Fighter. The official application form will be attached to the email. You will be required to complete the application form in full and return to the Human Resources Department along with copies of your qualification documents and Driving Licence prior to the competition closing date. **Late applications will not be accepted.**

#### **11. I have submitted my application form. What happens next?**

Galway County Council will carry out an eligibility check on all application forms to ensure that they meet the minimum qualifications for the post as set out by the Department of Housing, Planning, Community and Local Government. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on 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 short-listing process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce your driving licence when registering your attendance at the Human Resources Department. You will not be permitted to proceed if you do not present your driving licence.

#### **12. What happens on completion of the shortlisting process**

Galway County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at the shortlisting process you will be invited to undertake Stage 5-Work Related Tests phase of the selection process.

### **13. What do I need to bring to Stage 5 –Work Related Tests stage of the Selection Process?**

Dates and times for the **Stage 5- Work Related Tests** will be notified to you via email or post. You must attend on the date and time allocated to you. You must produce your driving licence at the test centre. You will not be permitted to proceed if you do not present your driving licence. Alternative dates or times cannot be facilitated. Failure to attend or failure to produce your driving licence will mean that you will not be permitted to progress to the next stage of the selection process.

### **14. What happens after undertaking the final interview?**

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position of Fulltime Firefighter. You will be required to successfully pass a fire fighters recruitment medical, Garda Vetting and a 13 weeks Fulltime Fire Fighters Recruits course prior to being appointed.

### **15. How will Galway County Council communicate with me throughout the process?**

Galway County Council will contact you when necessary at each stage of the competition by post or email.

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message will be sent to the email address/telephone number originally supplied. It is important to note that the email address you provide when applying must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie).

The onus is on each applicant to ensure that s/he is in receipt of all communication from the Galway County Council. Galway County Council accepts no responsibility for communication not accessed or received by an applicant.

Please do not contact the Human Resources unless absolutely necessary as it is expected that there will be a high level of interest in this recruitment competition. Galway County Council will not be disclosing the number of applicants remaining at any stage throughout the competition.

General updates may also be published via social media in relation to progression of the recruitment and selection campaign at:



[www.galway.ie](http://www.galway.ie)



[www.facebook.com/galwaycounty](http://www.facebook.com/galwaycounty)



[www.twitter.com/galwaycoco](http://www.twitter.com/galwaycoco)



[hr@galwaycoco.ie](mailto:hr@galwaycoco.ie)

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# ***CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES***

## **GENERAL PRINCIPLES**

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

## **ADVERTISING**

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspaper's, as well as the Council's website at [www.galway.ie](http://www.galway.ie) and the national website [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)

## **LEGISLATION**

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts.

- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

## **WHAT ARE YOUR RESPONSIBILITIES?**

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.
- *Integrity and Fairness* – this comprises four main issues:
  - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.
  - Candidates must not knowingly provide false information on their application.
  - No other person may impersonate or represent a candidate at any stage of a selection process.
  - Candidates must not interfere with or compromise the process in any way.

- Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

## **APPOINTMENT ON MERIT**

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.
- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:-
  - Shortlisting of candidates on the basis of information contained in their application form;
  - Other written, oral or practical tests appropriate to the position;
  - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board *or*
  - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

## **YOUR RIGHT TO INFORMATION AND TO APPEAL**

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

***GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER***