Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Please Read Carefully

RECRUITMENT AND SELECTION CAMPAIGN FOR THE POSITION OF FOREMAN CRAFT – HOUSING DEPARTMENT

CLOSING DATE FOR RECEIPT OF APPLICATIONS

4.00p.m. on Thursday, 5th November 2026

Important Notes:

- Please submit y*our application form inclusive of all other required documentation to* hr@galwaycoco.ie *as* ***ONE SINGLE document*** *(not individual scanned documents) before the closing date and time.*
- Candidates must submit a copy of all declared qualifications and a copy of driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.
- Applications which do not meet the minimum eligibility requirements for the post based on the information submitted will not be considered further in the competition.

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THE COMPETITION

Galway County Council invites applications from suitably qualified candidates to create a panel for the position of Foreman Craft in the Housing Department from which permanent and/or temporary positions may be filled.

QUALIFICATIONS FOR THE POST

CHARACTER

Candidates shall be of good character and references shall be sought.

HEALTH

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health it will be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. This will be at their own expense and will take place before they are appointed. On taking up appointment the expense of the medical examination will be refunded to candidates.

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
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

EDUCATION AND EXPERIENCE

Each candidate must, on the latest date for receipt of completed application forms;

(a) have attained such a standard of education as would enable the candidate to carry out efficiently the duties of the post;
(b) have served a recognised apprenticeship in a trade relevant to Housing Maintenance service and have five years' experience in that trade and/or in a position of a Craft Grade; **(details to be submitted with your application form)**
(c) have capacity to supervise and control staff;
(d) have thorough knowledge of Housing Maintenance work;
(e) possess good communication skills and be capable of preparing written reports as required;
(f) have the ability to work on own initiative, in an independent environment and without constant supervision;
(g) have an ability and willingness to learn and execute new skills;
(h) have a willingness to provide and participate in appropriate training courses where required;
(i) have good knowledge and awareness of Health & Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
(j) have an understanding of the role and duties of manager in safety management in the workplace
(k) have experience in the supervision and coordination of maintenance programmes and/or construction activities.
(l) have experience of managing health and safety on active work sites including risk assessment and incident reporting procedures.
(m) possess good customer service and stakeholder engagement skills

Applicants should at the date of applying hold a full unendorsed valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below).

https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences

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.

It is desirable that the successful candidate demonstrates the following through the completion of their application form and at interview;

a) Hold a current, full unendorsed C1 driver's license
b) Safe Pass, Manual Handling and relevant CSCS certification.
c) Has the ability to use initiative and judgement
d) Strong Leadership skills and supervision experience
e) Strong record of work-based achievements and flexibility
f) Have the ability to follow oral and written instructions and write clear, concise reports
g) Experience supervising direct labour and/or contractors.
h) Experience within a local authority housing maintenance environment
i) Experience of void property refurbishment programmes
j) Knowledge of Building Regulations and housing maintenance standards.

DUTIES AND RESPONSIBILITIES

The following is a non-exhaustive list of duties which may be assigned to the Foreman Craft – Housing Department:

- Execute all works required under the housing works programmes or as required by management;
- Exercising supervision and control over staff assigned to work under his/her supervision and allocating work accordingly;
- Taking all reasonable care to ensure that materials, plant, equipment, tools, etc., are not misused, damaged, or lost and are adequately maintained;
- Ensuring that all works carried out under his/her control comply with the relevant Safety, Health and Welfare at work Acts and Regulations;
- Submitting any report, whether written or verbal, regarding staff under his/her control as and when required;
- Submitting reports on works required utilising the relevant technology
- Undertaking any course of training organised by the County Council which he/she is designated to attend;
- Plan, organise, supervise and monitor responsive repairs, planned maintenance, refurbishment and void property works within the Housing Maintenance Service.
- Coordinate and supervise direct labour crews and contractors to ensure works are completed safely, efficiently, within agreed timescales and to the required quality standards.
- Undertake inspections of occupied and vacant properties to identify maintenance requirements, prepare schedules of work and recommend appropriate remedial actions.

- Carry out quality assurance inspections and certify that works have been completed in accordance with specifications, regulatory requirements and Council standards.
- Utilise mobile technology and other ICT systems for recording inspections, updating works status, submitting reports and maintaining accurate records.
- Assist in the management of housing maintenance resources including labour, materials, transport, plant and equipment to ensure optimum service delivery.
- Monitor material usage and assist with stock control, procurement requirements and depot management procedures.
- Liaise effectively with tenants, contractors, utility providers and other stakeholders in relation to maintenance activities and service delivery.
- Ensure compliance with all relevant legislation, regulations, policies and procedures including Health and Safety, Environmental, Housing and Employment legislation.
- Complete and review risk assessments, method statements, safety inspections and accident/incident reporting as required.
- Investigate and respond to customer complaints relating to housing maintenance activities and make recommendations for service improvements.
- Assist with emergency response operations including severe weather events, emergency call-outs, fire or flood damage and other unforeseen incidents.
- Provide technical guidance, mentoring and on-the-job training to craft employees, general operatives and new staff members.
- Monitor attendance, productivity, performance and conduct of staff and report issues through the appropriate management structures.
- Promote a positive safety culture and ensure that all personnel under their supervision comply with safe systems of work and wear appropriate PPE.
- Support the achievement of departmental performance indicators and contribute to the continuous improvement of Housing Maintenance services.
- Assist in the implementation of energy efficiency, climate action and sustainability measures within the Council's housing stock.
- Prepare reports, estimates, records and other documentation as required by management.
- Attend meetings and represent the Housing Maintenance Section as required.
- Participate in standby, emergency and out-of-hours arrangements where required.
- Undertake such other duties appropriate to the grade as may be assigned from time to time by management.

KEY COMPETENCIES

The ideal candidate for this position should possess the following competencies. Candidates will be expected to **demonstrate sufficient evidence of such competencies within their application form and at interview**. Any short-listing or interview processes will be based on the information provided by candidates on their application form:

Candidates must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

Delivering Results	• Plans, prioritises and schedules work effectively. • Organises staff, contractors, materials and resources efficiently. • Ensures works are completed safely, on time and to the required standard. • Monitors progress and follows through to completion. • Maintains appropriate work records and reports. • Demonstrates accountability, reliability and a strong focus on service delivery.
Knowledge & Understanding of Health & Safety	• Demonstrates good knowledge of relevant Health & Safety legislation and workplace requirements. • Understands the Foreman Craft's responsibility for managing Health & Safety. • Identifies hazards, assesses risks and implements appropriate control measures. • Ensures safe systems of work, risk assessments and relevant safety procedures are followed. • Monitors staff and contractor compliance with Health & Safety requirements. • Leads by example and takes prompt action where unsafe practices arise.
Good Judgement, Decision Making & Problem Solving Skills	• Identifies and assesses maintenance and operational problems effectively. • Makes timely, practical and well-informed decisions. • Prioritises issues based on safety, urgency, service need and available resources. • Uses initiative and identifies workable solutions to problems. • Remains calm and objective when dealing with unexpected or competing demands. • Recognises when specialist advice or escalation to management is required.

Supervisory Line Management & Communication Skills	• Demonstrates the ability to effectively supervise, organise and motivate staff. • Allocates work clearly and monitors performance and standards. • Deals appropriately with performance, attendance and workplace issues. • Communicates effectively with staff, contractors, tenants, management and the public. • Demonstrates good interpersonal, listening and conflict-resolution skills. • Produces clear written reports, records and work-related communications.

Candidates will also be assessed at interview on their previous relevant experience and understanding of the role.

Knowledge & Understanding of the Role and Responsibilities & Previous Relevant Experience	• Demonstrates relevant craft and housing maintenance experience. • Has a thorough knowledge of housing repair and maintenance works. • Understands the supervisory and operational responsibilities of the Foreman Craft. • Can assess, plan, coordinate and inspect maintenance works. • Understands the importance of quality, efficiency, record keeping and customer service. • Demonstrates initiative, flexibility and willingness to learn and adapt.

DETAILS AND PARTICULARS

PROBATION

Where a person who is not already a permanent officer of a Local Authority is appointed to the office, 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.

REMUNERATION

Entry to the scale shall be determined having regard to Departmental Circulars. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The following is the weekly rate –

Point	01/06/2026
Point 1	€1,044.40
after 0.5 years	€1,055.60
after 1.5 years	€1,061.04
after 2.5 years	€1,067.09
after 3.5 years	€1,072.85
after 4.5 years	€1,075.85
after 5.5 years	€1,078.73
after 6.5 years	€1,081.71
after 7.5 years	€1,084.74
after 8.5 years	€1,089.43
after 9.5 years	€1,093.11
after 10.5 years	€1,101.93

WORKING HOURS

Hours of duty will be 39 hours. The holder of the post may be required to work outside of normal working hours, i.e. at evenings and/or weekends, as required.

ANNUAL LEAVE

24 Days per annum.

RESIDENCE

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

GARDA VETTING

Garda vetting may be sought in respect of individuals who come under consideration for appointment.

OUTSIDE EMPLOYMENT

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

SUPERANNUATION CONTRIBUTION

If you join the public service for the first time, on or after the 1st of January 2013, the Single Public Service Pension Scheme will apply to you. 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. The Single Pension Scheme is a Defined Benefit Pension Scheme.

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution and is in the public service prior to 1st January 2013, 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). Contributions will also be applicable to the Spouse and Children's pension scheme.

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 may also be required, if applicable, in respect of the Local Government (Spouse 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.

Employees are admitted to the Local Government 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 a Defined Benefit Scheme and provides for payment of a pension, retirement lump sum and death gratuity.

Your Retirement benefits are only payable at retirement, if you have completed the vesting period of two years.

COMMUNICATIONS

Galway County Council will contact you, when necessary, at each stage of the competition by post /email/sms. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email/text message will be sent to the email address/telephone number originally supplied on your application form.

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.

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

STAGE 1: CLOSING DATE FOR SUBMISSION OF APPLICATION FORM

- Applications may be submitted to hr@galwaycoco.ie or posted to Galway County Council, Human Resources Department, County Hall, Prospect Hill, Galway. Please ensure that applications are posted in sufficient time so as to be received by **the closing date.**
- 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 this booklet then your application will be deemed invalid, and you will not be permitted to proceed any further in the selection process.

The onus rests with the applicant to ensure that his/her application form and all required documentation is received by the Human Resources prior to the competition closing date.

STAGE 2: SHORTLISTING

Galway County Council reserves the right to shortlist applications. 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 photographic identification when registering your attendance at the Human Resources Department.

STAGE 3: FINAL INTERVIEW

Final Interview Process

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role. 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 is 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.

THE FINE PRINT

GENERAL INFORMATION

1. Galway County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses

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 General Data Protection Regulations and 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**
   Galway County Council processes personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

   Personal data provided as part of your job application will be processed for the purposes of recruitment, selection and, where applicable, employment administration. The Council will only process personal data where it has a lawful basis to do so.

   Full details of how Galway County Council collects, uses, shares, stores and retains personal data, together with information on your data protection rights, are available in the Recruitment Privacy Notice, available at www.galway.ie.

   To exercise any of your data protection rights, including the right of access to your personal data, please contact:

   Data Protection Officer
   Galway County Council
   Áras an Chontae, Prospect Hill, Galway, H91 H6KX
   Email: dpo@galwaycoco.ie

   You also have the right to lodge a complaint with the Data Protection Commission if you believe your data protection rights have been infringed.

Candidates should note that canvassing will disqualify.

IMPORTANT INFORMATION-TERMS AND CONDITIONS

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 impersonate 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.

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 newspapers, as well as the Council's website at www.galway.ie and the national website 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* – Galway County Council processes personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

  Personal data provided as part of your job application will be processed for the purposes of recruitment, selection and, where applicable, employment administration. The Council will only process personal data where it has a lawful basis to do so.

  Full details of how Galway County Council collects, uses, shares, stores and retains personal data, together with information on your data protection rights, are available in the Recruitment Privacy Notice, available at www.galway.ie.

To exercise any of your data protection rights, including the right of access to your personal data, please contact:

Data Protection Officer
Galway County Council
Áras an Chontae, Prospect Hill, Galway, H91 H6KX
Email: dpo@galwaycoco.ie

You also have the right to lodge a complaint with the Data Protection Commission if you believe your data protection rights have been infringed.

- *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.

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

Application Form Checklist

- ✓ All application forms must be submitted fully completed and inclusive of all the requested documentation (Educational Qualification Documents and Driving Licence) by the closing date**.** All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- ✓ Please submit y*our application form inclusive of all other required documentation to* hr@galwaycoco.ie *as* ***ONE SINGLE document*** *(not individual scanned documents) before the closing date and time.*
- ✓ All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- ✓ Ensure that you have answered all questions fully.
- ✓ Copies of Educational qualifications & driving licence (not originals), i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- ✓ Applications may be submitted by email to hr@galwaycoco.ie providing all required information is included on the application (i.e. scanned copy of educational qualifications, driving licence etc.)
- ✓ Applications will be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application, and all documentation requested is submitted.
- ✓ 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, along with all requested documentation is **received** on time by the Human Resources Department, Galway County Council.
- ✓ Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of posting is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.