**Laois County Council**

**PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

1. BEFORE SIGNING THIS FORM, PLEASE ENSURE THAT YOU HAVE REPLIED FULLY TO THE QUESTIONS ASKED. YOU SHOULD ALSO SATISFY YOURSELF THAT YOU ARE ELIGIBLE UNDER THE REGULATIONS. THE COUNCIL CANNOT UNDERTAKE TO INVESTIGATE THE ELIGIBILITY OF CANDIDATES IN ADVANCE OF THE INTERVIEW/EXAMINATION, AND HENCE PERSONS WHO ARE INELIGIBLE, BUT NEVERTHELESS, ENTER, MAY THUS PUT THEMSELVES TO UNNECESSARY EXPENSE. LAOIS COUNTY COUNCIL WILL NOT BE RESPONSIBLE FOR ANY EXPENSES WHICH MAY BE INCURRED BY THE CANDIDATE IN ATTENDANCE FOR INTERVIEW
2. All Sections/Questions in this document must be completed in full **(a Curriculum Vitae** **will not be accepted).**
3. Ensure you have answered all questions fully and correctly.
4. Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.
5. 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.
6. Please notify us of any change of address.
7. Laois County Council may decide, by reason of the number of persons seeking admission to the competition to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by Laois County Council. Shortlisting will be based on qualifications, relevant experience, and information submitted on the application form.
8. Please return **3 copies** of the completed and signed form in hard copy format.

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**COMHAIRLE CHONTAE LAOISE**

**TABHAIR NA TREORACHA SEO LEANAS AR AIRD, LE DO THOIL:**

1. SULA SÍNÍONN TÚ AN FHOIRM SEO CINNTIGH, LE DO THOIL, GO BHFUIL FREAGRAÍ IOMLÁNA TUGTHA AGAT AR NA CEISTEANNA A IARRTAR ANN. BA CHÓIR A CHINNTIÚ, CHOMH MAITH, GO BHFUIL TÚ INCHÁILITHE FAOI NA RIALACHÁIN. NÍ FÉIDIR LEIS AN GCOMHAIRLE DUL I MBUN FIOSRAITHE FAOI CHÁILITHEACHT IARRATASÓIRÍ ROIMH AN AGALLAMH/SCRÚDÚ, AGUS MAR SIN, D’FHÉADFADH DAOINE NACH BHFUIL INCHÁILITHE ACH A DHÉANANN IARRATAS MAR SIN FÉIN, DUL I GCOSTAS GAN GHÁ. NÍ BHEIDH CHOMHAIRLE CHONTAE LAOISE FREAGRACH MAIDIR LE COSTAS A THABHAÍONN IARRATASÓIR AS FREASTAL AR AGALLAMH.
2. Ní mór gach Cuid/Ceist sa cháipéis seo a fhreagairt go hiomlán **(ní ghlacfar le Curriculum Vitae).**
3. Déan cinnte go bhfreagraíonn tú gach ceist go hiomlán agus i gceart.
4. Ba chóir d’iarratasóirí a sheolann a gcuid iarratas ar an bpost a chinntiú go mbeidh dóthain ama chun an t-iarratas a sheachadadh roimh an tráth is déanaí a nglacfar leis.
5. Ní bhreithneofar aon éileamh go ndeachaigh iarratas nó litir a bhaineann leis an bpost amú sa phost nó gur raibh moill air sa phost mura gcuirfear Teastas Postála Oifig Poist ar fáil mar thaca le héileamh den chineál sin.
6. Cuir aon athrú ar do sheoladh poist in iúl dúinn, le do thoil.
7. D’fhéadfadh Comhairle Chontae Laoise cinneadh a dhéanamh, de bharr líon na ndaoine a dhéanann iarratas ar an gcomórtas, córas gearr-liosta a chur i bhfeidhm. Beidh líon na ndaoine a dtabharfar cuireadh chun agallaimh dóibh le socrú ag Comhairle Chontae Laoise. Beidh an gearrliosta bunaithe ar cháilíochtaí, ar thaithí iomchuí agus ar an eolas a thugtar ar an bhfoirm iarratais.
8. Seol isteach 3 cóip comhlánaithe sínithe den fhoirm i bhformáid chruachóip le do thoil.

Please read the following information before completing the application form

Retained firefighters are people within the local community, who are on call to respond to a wide range of emergencies. Many retained firefighters have other full or part-time jobs but when the call comes they are ready to drop whatever they are doing and become part of a team, ready to face any emergency. Although they are part-time they are fully trained and capable of saving life and property. This provides a comprehensive fire brigade service to the community, 24/7 under any conditions.

There are certain personal attributes that are required of any professional firefighter. These include confidence, resilience, adaptability, effective communication, integrity, empathy, and a commitment to diversity.

The main requirement when recruiting Firefighters is that they live and work within a reasonable distance of the Fire Station, and to have a reasonably good level of fitness.

Positions are open to all, regardless of gender.

**Recruitment process**

* Submit application form
* Basic physical & literacy test
* Interview & panel formed
* Medical & Garda vetting

**On appointment as retained fire-fighter**

* Attend and successfully pass 3-week initial fire-fighting skills course. Once complete the newly qualified fire-fighter will be given an alerter and will then attend call-outs and training with the remainder of the crew.
* Within 6-month of starting, undergo a 2 week Breathing Apparatus Initial Wearers Course, followed so after by a 1week Compartment Fire-Fighting course, both of which must be passed.
* Obtain a category C (truck ) licence within the probation period. (Paid for by the Local Authority)
* As the career progresses, all firefighters are required to undergo a continuous development training programme by attending lectures, exercises, practical courses and other forms of training to maintain competency levels. They are expected to take responsibility for developing their own skills and ensuring that fitness levels are maintained as the work can be demanding, both physically and mentally.

Normal station routine

When a call is received for the Fire & Rescue Service, the alerters for a particular brigade are activated by the regional control centre, and the firefighters who are on call, respond to the fire station immediately. Firefighters could be at work, at play, or at home in bed when called. They then make their way to the station as quickly and as safely as possible.

All personnel attend a 2-hour weekly training session in their own fire station.

COMHAIRLE CHONTAE LAOISE

**LAOIS COUNTY COUNCIL**

Application for appointment as Member of County Fire Brigade Personnel in accordance with the Regulations of the Minister and Terms of advertisement.

**Fire Station :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s Details**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Telephone Nos: (Work) (Home)

 (Mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PPS/RSI No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please enclose a copy Birth Certificate (or passport))**

6. Education: (State Standard Achieved and School)

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Present Occupation and Employer: (Please include name, address and

 contact no)
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8. Please state distance from Fire Station of:

1. Home: (b) Place of Work:

9. Do you possess a full-unendorsed Category B (manual) driving Licence? \_\_\_\_\_\_\_\_\_\_\_

 (**Please attach a copy – must be held for at least 12 months at date of application**)

10. Do you possess a current full or leaner permit Category C Licence \_\_\_\_\_

**(Please attach a copy)**

**(A minimum of a Category C learner permit is required before commencing employment)**

11. Do you require a work permit/working authorisation visa? \_\_\_\_\_\_\_\_

12. Have you previous experience of Fire Brigade or Ladder Work?
 Yes No
 If yes, give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. If previously employed by a Local Authority, give particulars:
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14. (a) Have you your employer’s permission to absent yourself from your
 employment to attend duties required by the Fire Brigade.

 YES/NO \_\_\_\_\_\_\_\_\_\_\_

(b) Are you prepared to turn out day or night? YES/NO \_\_\_\_\_\_\_\_\_\_\_

(c) Are you prepared to attend Courses (if required) lasting up to three weeks?

 YES/NO \_\_\_\_\_\_\_\_\_\_\_

15. Details of any service with the Defence Forces / Emergency Services / Civil Defence / Voluntary Ambulance Organisations
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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16. Names, address and contact numbers of two responsible persons to whom you are well known, but not related, from whom references can be obtained. (Enclose testimonials, if any)
 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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17. Have you previously applied for a position with the Council? If so, state when and for what purpose:
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. Employment Details

**Give below, in date order (starting with your current employer), full particulars of all employment (and also any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for.**

**Remember you may be shortlisted based on the information you supply in the application form. Candidates are advised not to submit a Curriculum Vitae. Anything you write may be discussed in more depth, should you be called to interview**

|  |  |  |  |
| --- | --- | --- | --- |
| **From (Date) To (Date)** | **Name and Address of Employer** | **Type of Employment or experience (short description) and particulars of salary** | **Reasons for leaving** |
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19. Training courses undertaken

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| --- | --- | --- | --- |
| **Name of Course** | **Description of Course Content** | **Date(s)** | **Course Provider** |
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I, the undersigned, HEREBY DECLARE all the foregoing particulars to be true and give my permission for any enquiries to be made to establish such matters as age, qualifications, experience, character and for the release by other people, agencies, Garda Vetting procedures or organisations of such information as may be necessary to Laois County Council for that purpose. This may include enquiries from past/present employers and the submission of the application is taken as consent to this.

**YOU SHOULD ENSURE THAT YOU HAVE SUBMITTED THE FOLLOWING WITH YOUR APPLICATION:-**

1. **WRITTEN CONSENT FROM YOUR EMPLOYER**.
2. **COPY BIRTH CERTIFICATE/PASSPORT**
3. **DRIVING LICENCE(S)**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_