



COMHAIRLE CONTAE  
CHEATHARLACH  
CARLOW COUNTY COUNCIL

## CANDIDATE INFORMATION BOOKLET - POST OF GENERAL SERVICES SUPERVISOR

**CLOSING DATE:** Friday, 8<sup>th</sup> August 2025 at 12 noon

**FOUR APPLICATION FORMS (one original completed signed copy and three full copies of the original) SHOULD BE RETURNED TO:**

**ADMINISTRATIVE OFFICER,  
HUMAN RESOURCES SECTION,  
CARLOW COUNTY COUNCIL,  
COUNTY BUILDINGS,  
ATHY ROAD,  
CARLOW.  
R93E7R7**

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

### **PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

- A Curriculum Vitae or applications by email or fax will **NOT** be accepted.
- All applications forms **must be typed** and before signing the form, please ensure that you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations - **copy of educational results MUST be submitted with your application form, in order to determine your eligibility for this post.** The Council cannot undertake to investigate the eligibility of candidates in advance of the interview, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Carlow County Council is **not** responsible for any expenses which may be incurred by the candidate in attendance for aptitude test or interview.
- Applications received after the closing date and time specified will **NOT** be accepted.
- Applications received that do not comply with the requirements set out in the booklet, i.e. typed application form, one original fully completed signed copy and 3 copies of the application form and copy of educational results, will **not** be accepted.
- Carlow County Council may decide by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Carlow County Council.

## QUALIFICATIONS FOR THE POST OF GENERAL SERVICES SUPERVISOR

### 1. Character:

Candidates shall be of good character

### 2. Health:

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

### 3. Education, Experience, Requirements, etc.:

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

- (a) Have a standard of education that would enable the person appointed to efficiently perform their duties and must be capable of making satisfactory reports including (written reports) on matters pertaining to the duties of the post.
- (b) Be competent and have such training or experience as shall be considered acceptable by the Council to enable the person appointed to perform the duties of the post. In particular candidates should have satisfactory knowledge and experience of the following matters or show the necessary aptitude to acquiring this knowledge within a reasonable period.
- (c) Satisfactory knowledge of civil engineering works with particular emphasis on road building, road surfacing and road maintenance works.
- (d) Be capable of translating into effect civil engineering works from working drawings.
- (e) A satisfactory knowledge of Civil Engineering Construction Techniques including road surfacing, footpath construction, leveling, pipe laying, fencing and block laying, together with a working knowledge of maintenance and repairs of roads, drains, open spaces and other services for which the Council has responsibility
- (f) Good standard of administrative experience, including the use of information technology. Be capable of writing clear and concise reports, keeping work records and measuring and recording accurately the quantities of work done by those supervised.
- (g) Possess adequate knowledge and experience in Health & Safety including operating safe systems of work.
- (h) Possess an adequate level of numeracy and literacy and be able to understand and communicate effectively through English or Irish
- (i) Have experience in the supervision and management of staff with the ability to manage, direct and motivate groups of operatives.
- (j) Hold a Full clean EU driving licence (Class B) – **a copy of the applicant's current drivers licence must accompany the application form.**

## KEY COMPETENCIES FOR THE POST OF GENERAL SERVICES SUPERVISOR

Interviews will be competency based and competencies are drawn from the Local Government Sector Competency Frameworks. Candidates are expected to be able to demonstrate in their application and at interview that they possess the following competencies through the experience and skills they have gained to date:

Competence Heading	Competency Description
<b>Team Work &amp; Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Have effective verbal and written communication skills with a range of stakeholders including colleagues, elected members, citizens and service providers</li> <li>• Contributes positively to the achievement of team objectives</li> <li>• Have a creative and collaborative approach to problem solving and working with others</li> <li>• Demonstrate IT skills and knowledge of modern digital communications</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Lead, motivate and engage employees to achieve quality results and to deliver operational plans</li> <li>• Effectively manage performance</li> <li>• Develop and maintain positive, productive and beneficial working relationships</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Implements high standards of service delivery and work quality</li> <li>• Plan and prioritise work and resources effectively</li> <li>• Contributes ideas and suggestions as to how quality of work can be improved</li> <li>• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations</li> <li>• Establishes high quality service and customer care standards</li> <li>• Is aware of and understands relevant legislation, regulations and policies that govern the local authority</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Knowledge of local government purpose, profile and structure</li> <li>• Manages their time effectively, focusing on essential tasks and responsibilities</li> <li>• Takes initiative, and is open to taking on new challenges or responsibilities</li> <li>• Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently</li> <li>• Keeps up with current and emerging developments, trends and best practice in this area</li> </ul>

## **PARTICULARS OF EMPLOYEMENT – GENERAL SERVICES SUPERVISOR**

The post is wholetime permanent and pensionable. The person appointed will be placed on probation for a period of 12 months during which time performance will be strictly monitored. If performance is not satisfactory the employment will be terminated. Notice of termination, except in case of summary dismissal, will be in accordance with the provisions of Minimum Notice and Terms of Employment Act, 1973.

The successful applicants may be placed in any of the Council's operational departments dependent on the requirements of the Council at the time of appointment. While the successful candidate will initially be assigned to a particular location, Carlow County Council reserves the right to assign employees, as required, to any Departments under the Chief Executive's control or to any other premises/location in use by the Council now or in the future. He/She will be required to report to the relevant line manager, assist the management team as may be required and deal with elected members in respect of the County.

### **The duties of the office are to give to the local authority and**

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive and
- (b) to any other local authority or body with which an agreement has been made by the local authority, or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph under the general direction and supervision of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties as may be delegated to him/her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level.

### **Duties:**

The General Services Supervisor shall arrange under the direction of the Senior Executive Engineer/Area Engineer the efficient execution of all works in his/her area of charge and discharge all other duties related to his/her work including those set out hereunder:

1. To supervise workers and to direct workers in his/her area and all works in their charge, ensuring that work groups have adequate supplies of materials, tools and equipment for the works in hand and that works are properly and safely completed in accordance with the relevant legislation.
2. To supervise the performance of all machinery and plant in his/her area and to ensure that all plant is fully utilised (properly and safely operated and gainfully employed).
3. To supervise, if so directed, the work of any employee who may be appointed in charge of one or more teams (gangers or the work of one or more gangers, craftsman, lorry driver or general operatives for the execution of works) in his/her area.

4. To be responsible for the efficiency of road, sanitary, housing and other works in the area and be responsible for the taking of levels, and to carry out all instructions and furnish any reports, diaries, records or other particulars prescribed by the Senior Executive Engineer/Area Engineer.
5. To respond to reasonable requests for assistance by elected members/ other bodies/members of the public and to carry out duties outside normal working hours.
6. To report immediately, the circumstances of any inefficiency or unsatisfactory work of service in his/her charge and to carry out the direction consequent on such reports.
7. To carry out early and late inspections of work groups, in accordance with general direction, and to attend on the roads, assets or on works during the normal working hours of the Council's employees. To respond to reasonable requests for assistance by Line Management and to carry out duties outside normal working hours. The person appointed will be required to work (overtime) after normal hours as and when required subject to the provisions of the Organisation of Working Time Act 1997 and the Organisation of Working Time Act (Regulations) 2001.
8. To travel as required and inspect public property in his/her area, and to take all necessary steps for keeping them in good repair at all times, subject to the general direction of the Senior Executive Engineer/Municipal District Engineer.
9. To collect and check time books and prepare pay sheets, and to take them to the appropriate office for examination at the appropriate time.
10. To see that all signage or other notices in his/her area are maintained in a proper condition and to report vandalism of such items.
11. To keep records of all work done including materials produced, supplied and used, and quantities of work done. To check measurement of loads, etc., so as to verify that they contain the amounts specified. He/she should maintain a personal daily diary, which can be inspected at any time. This diary may be electronic or manual. This diary to include detailed accounts of incidents, which could lead to litigation by others.
12. To prepare requisitions for articles or materials required for road, housing and other works in his/her area, and to complete all forms required in connection with supply of such articles or materials.
13. To be responsible for the custody of all maintenance and construction materials, tools and equipment in his/her area, and for the keeping of records necessary in relation thereto.
14. To liaise with and supervise work carried out by contractors/sub-contractors engaged by Carlow County Council.
15. To prepare data necessary to enable the Senior Executive Engineer/Municipal District Engineer to work out daily or fortnightly costings, or other necessary analysis of expenditure in relation to work done as required.
16. To furnish all reports and returns in connection with works, assets, accidents and sundry matter, which may be required from time to time.
17. To service notices on landowners in connection with hedge cutting, spillages and the cleaning of drains and other relevant statutory notices. To give evidence in Court when required in connection with these matters, or any other matter which are the concern of the County Council.

18. To report to the Senior Executive Engineer/ Municipal District Engineer on all development work, tree cutting or other activities which come into the scope of the law relating to local authorities.
19. To keep the Senior Executive Engineer/ Municipal District Engineer advised on all matters which may be of importance in the interest of Carlow County Council and to liaise with other sections of the Council on works and emergencies.
20. The holder to the post will be required to avail of modern communications, such as car radio and/or mobile phone and/ or e-mail, as directed. Carlow County Council reserves the right to provide a vehicle to the post holder for use in the course of their duties.
21. To deal with elected members and members of the public in a courteous, prompt and efficient manner and to keep the Senior Executive Engineer informed of such dealings.
22. To carry out under the direction of the Senior Executive Engineer/ Municipal District Engineer such inspections as are required under the Health & Safety System, Planning Acts, Building Control Acts, Roads Act, Litter and Water Pollution Acts, Housing Acts and other relevant Acts.
23. To use as directed and upon receipt of appropriate training information technology equipment including digital cameras, personal computers, and handheld technologies.
24. To act if directed as an Authorised Officer of the Council under the Litter Pollution, Water Pollution, Waste Management Acts and other relevant Acts.
25. To participate as required in evaluation of staff and appraisal by the Senior Executive Engineer/ Municipal District Engineer.
26. To participate in training provided by Carlow County Council and to facilitate training of staff.
27. To participate fully in any initiatives aimed at increasing customer satisfaction/quality of service to the community.
28. To supervise and/or liaise with Community Employment Schemes operated by Carlow County Council.
29. To carry out any other duties/instructions which may be given by the Senior Executive Engineer/ Municipal District Engineer or their Assistant from time to time.
30. To read and understand the Ancillary Safety Statement for Roadworks, and to carry out all work in accordance with its requirements. To ensure that the specified controls to reduce risk are carried out, particularly in cases where the General Services Supervisor is the Action Person named on the Hazard Identification and Control Sheet.
31. To ensure that personal protective equipment is issued when required and that records are kept of issue.
32. To ensure that employees adhere to safe systems of work.
33. To ensure that operatives are not allowed take unnecessary risks.
34. To record and report on all incidents/accidents involving employees and/or third parties in his/her area of charge. To co-operate with all investigations, and to give evidence in court when required.

35. To co-operate and participate in Carlow County Council's 24 hour Emergency Call-out System.

36. To carry out any other instructions which may be given by the Area Manager/Municipal District Engineer, or his/her appointed representative, from time to time.

The above represents the principal conditions of service and is not intended to be an exhaustive list of the duties attached to the post. The Council reserves the right to assign any other duties as may be required at any time.

**Health:**

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

**Hours of Work:**

The person appointed will work a typical flexible five (5) day thirty-nine (39) hour week. Due to the nature of the role, the successful candidate may be required to work additional hours on an overtime/time off in lieu (time for time) basis on various occasions as agreed with the Senior Executive Engineer/Municipal District Engineer or other delegated person. The Council reserves the right to alter the working hours/days from time to time. The successful candidate will be required to participate in an On Call Rota where required.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time (Regulations) 2001.

**Probation**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

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

**Salary:**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

Salary Scale in accordance with Circular Letter EL 03/2025: €896.28 per week gross - €1.056.14 per week gross (by 10 yearly increments subject to satisfactory performance and attendance).

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. Entry point will be at the minimum of the scale. The holder of the office shall pay to the Local Authority

any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

**Location:**

Holders of the office shall reside in the District in which their duties are to be performed or within a reasonable distance thereof. Carlow County Council reserves the right to assign you to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

**Use of Information Technology**

The successful candidate will be required to use all equipment provided, including computers, handheld terminals, mobile telephone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future. The successful candidate should also be familiar with Microsoft Word, Excel & Outlook and should also be familiar with reporting via digital systems (e.g. phone or tablet applications such as Proworks or other similar packages).

**Health, Safety & Welfare:**

The successful candidate shall co-operate with the terms of Carlow County Council's Safety Statement. He/she shall familiarise himself/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. He/she shall report to his/her supervisor any defect notice in the place of work or system of work which might be dangerous to safety, health and welfare. Failure to comply with the terms of the Safety Statement may result in disciplinary action.

The successful candidate will be required to undergo training from time to time. The person appointed, shall have on their person, at all times, a valid Safe Pass Card. Should the successful candidate not hold a valid Safe Pass Card, he/she shall obtain a Safe Pass Card within a specified period of time.

**Annual leave:**

The current annual leave entitlement is 25 days per annum. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

**Sick Leave:**

The terms of the Public Service Sick Pay Scheme will prevail.

**Garda Vetting:**

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

**Travel:**

When required to do so, holders of the post **must** hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. If you are required to travel as part of your official duties, Carlow



County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Carlow County Council's Travel and Subsistence Policy.

Carlow County Council reserves the right to provide a vehicle to enable you to carry out your duties. The provision of a vehicle will be at the discretion of the Chief Executive and such vehicle may be stored in the Council Depot overnight and at weekends.

If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

### **Superannuation & Retirement:**

#### ***Superannuation***

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 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) plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age. Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 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). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70. To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority. You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned. Further information is available from the Human Resources Department.

#### ***Pension Accrual***

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment

### ***Pension Abatement***

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her reemployment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

### ***Incentivised Scheme for Early Retirement (ISER)***

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### ***Department of Health and Children Circular (7/2010)***

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### ***Collective Agreement: Redundancy Payments to Public Servants***

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### ***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***

New members joining the Public Sector on or after 1st January 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. In each pay period an amount equivalent to 3.5% of net pensionable remuneration PLUS 3% of pensionable remuneration will be deducted as the member's contribution under the Scheme. This includes a contribution to a Spouse's and Children's Scheme.

### ***Persons who commenced Public Sector Employment prior to 1st January 2013***

Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their 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 dependent or qualified children). Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. All persons who become pensionable employees 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 their pensionable remuneration in accordance with the terms of the scheme.

### ***Retirement***

Appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 70 years of age. Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. **Compulsory retirement age will be 70.**

### **DATA PROTECTION:**

#### ***Basis for Processing your Personal Information***

The basis for processing your personal data is to progress your application for the position you have applied for with Carlow County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

#### ***Sharing of Information***

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

#### ***Storage period***

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Carlow County Council will not be able to progress your application form for the competition.

When your application is received, Carlow 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 Data Protection Acts, 1988 & 2003 and will be destroyed following the expiry of any panel put in place in respect of this competition.

### **RECRUITMENT PROCESS:**

#### **Selection Process**

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position.

#### ***Shortlisting***

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Carlow County Council may decide that a number only will be called to interview. In this respect, Carlow County

Council may provide for a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

### ***Competitive Interview***

Selection of candidates for appointment shall be by means of a competitive 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.

### ***Panels***

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.

### ***References/Documentary Evidence***

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related.

Candidates may be required to submit documentary evidence to the local authority in support of their application.

### ***Canvassing***

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

### ***Taking up Appointment***

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

***Carlow County Council is an Equal Opportunities Employer***