



COMHAIRLE CONTAE  
CHEATHARLACH  
CARLOW COUNTY COUNCIL

## CANDIDATE INFORMATION BOOKLET - POST OF CRAFTWORKER - CARPENTER

**CLOSING DATE:** Friday, 27<sup>th</sup> March 2026 at 12 noon

**FOUR TYPED 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 CRAFTWORKER - CARPENTER

### 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. 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

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

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

- (a) Have a FETAC Level 6 (incl. Higher Advanced Certificate & National Craft Certificate) or equivalent in Carpentry
- (b) Have good knowledge and awareness of health and safety legislation and regulations, their implications for the organization and the employee, and their application in the workplace
- (c) Hold a current clean full Irish driving licence (minimum Class B) a copy of which must be included with the application form
- (d) A minimum of 1 years' experience in carpentry and joinery works following successful completion of apprenticeship

### It is desirable that each candidate shall:

- Hold a C1 Irish drivers licence (free from endorsements).
- Have a minimum of 3 years of carpentry or joinery experience working on residential planned and reactive maintenance work repairs.

It is expected that the successful candidate will have basic carpentry tools.

## KEY COMPETENCIES FOR THE POST OF CRAFTSMAN - CARPENTER

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>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the role and responsibilities</li> <li>• Knowledge and understanding of local government</li> <li>• Knowledge of current health and safety regulations and their application in the workplace</li> <li>• Experience and aptitude in the use of computers and a willingness to learn new IT systems</li> <li>• Knowledge and experience of stock and plant control, record keeping and job scheduling</li> <li>• Level of interest/enthusiasm for the position</li> </ul>
<b>Planning &amp; Organising</b>	<ul style="list-style-type: none"> <li>• Problem solving/decision making</li> <li>• Ability to work as part of a team and maintain effective working relationships</li> <li>• Ability to plan, organize and schedule work/tasks to ensure they are completed on time and to specification</li> <li>• Ability to work on own initiative and unsupervised</li> </ul>
<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>• Good communicator with the ability to develop and maintain good working relationships across all levels, both senior and junior</li> <li>• Ability to give and receive information accurately and clearly and ability to take instruction</li> <li>• Ability to work as part of a team</li> </ul>

## **PARTICULARS OF EMPLOYEMENT – CRAFTSMAN - CARPENTER**

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.

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.

### **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 Craftworker - Carpenter shall arrange under the direction of the Senior Executive Engineer or any other such grade as may be determined, in 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:

- a) Be responsible for performing duties relevant to a recognised trade.
- b) Take directions from and report to appropriate Line Manager/Supervisor.
- c) Carpentry and joinery work associated with local authority planned and reactive maintenance repairs including minor associated trade works i.e. tiling & painting. Craftworker to clean and tidy up and make good after works.
- d) Carry out maintenance and repairs to council houses, traveller halting sites and council buildings as directed.
- e) Be responsible for completion of timesheets, worksheets, record sheets, job report sheets and shall also be responsible for making returns and other forms of documentation as required.
- f) Cooperate with use of all new technology and revised systems of work, new plant and introduction of online time returns.
- g) Cooperate with all forms of mobile communications and use a phone provided by Carlow County Council. To use apps on smartphones, information technology equipment including cameras and handheld technology on receipt of training.
- h) Cooperate with the introduction of low value purchase cards, fuel charge cards, etc.
- i) Cooperate with Code of Practice for the maintenance of essential services.
- j) Comply with all organisational policies, procedures and legislation.
- k) Adhere to Health and Safety legislation/procedures at all times.
- l) Attend Training Courses as directed.
- m) Protective clothing to be worn when required and when requested.

- n) Flexibility to adapt and work between multiple work locations associated with reactive emergency repair requests.
- o) Any other duties as may be assigned 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.

**Hours of Work:**

The person appointed will work a typical flexible five (5) day thirty-nine (39) hour week with the following normal working hours:

Monday to Thursday	8am to 4.30pm
Friday	8am to 3.30pm
Lunch	30 mins daily

The successful candidate will be expected to be available for overtime work if and when required by the Council. Overtime at the appropriate rates may be paid for any periods worked in excess of the normal working week. 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 02/2026: €806.10 to €926.96 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.

**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.

**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.

**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.

**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).

**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.

**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 must 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.