

**Application Form**

**For Selection for Appointment to the Rank of Assistant Commissioner in the Garda Síochána 2020**

**Section A – Personal Details, Education and Career**

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| **First Name** |  |
| **Last Name** |  |
| **Postal Address\*** |  |
| **Contact Number\*** |  |
| **E-Mail Address\*** |  |
| **Organisation in which currently employed** |  |
| **Current Rank** |  |
| **Date appointed to current rank** |  |
| **Date of appointment to Inspector** |  |
| **Employer Identification Number** |  |
| **Please specify if you require any special facilities or other reasonable accommodations for any aspect of the selection process e.g. wheelchair access, sign interpreter etc.** |  |
| **Please specify any dates on which you are not available should you be called for interview**  |  |

**\*Candidates should note that these contact details will be used for communication in relation to the selection competition.**

**Deadline for receipt of completed applications is 3pm on Thursday 16 January 2020**

**Educational Qualifications**

Please list all education qualifications including Academic, Professional or Technical (starting with the most recent):

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| **Year in which qualification was obtained** | **Title of Qualification i.e. name of Masters/Degree etc.** | **Grade Obtained (e.g. Pass; Honours; 2.2; 2.1; 1; etc.)** | **School, College, University or Examining Authority** |
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**Employment Details**

Give full particulars of all previous employment (starting with the most recent):

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| **From:** **(month, year)****To: (month, year)** | **Employing Organisation** | **Rank and Position held (e.g. district, division, role) and location** | **Brief Description of Duties** |
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**Key Experience**

***Note: Please read this section carefully as it contains important information regarding how to complete your application form.***

Applicants should carefully consider the information provided in the Candidate Information Booklet relating to the role of Assistant Commissioner before completing this section, in particular the competency framework at Appendix A. The information provided in this application form will be considered by the Selection Board during the different stages of the selection process as follows:

**Determination of Eligibility**

Applications will be checked to determine if the eligibility requirements set out in the Candidate Information Booklet have been met.

**Shortlisting**

The purpose of shortlisting is to identify those candidates most likely to attain the standard required at the interview stage of the competition. The Selection Board will determine an appropriate number of candidates to be called to interview, having regard to the required size of the panel in the context of the expected number of Assistant Commissioner positions to be filled over the duration of the panel.

In deciding whether to shortlist candidates, the Selection Board will examine Sections A and B of the candidate’s application form and assess this material against the requirements for the Assistant Commissioner role set out in the Candidate Information Booklet, with reference to the following competencies and such specific criteria as the Selection Board may decide:

* Leadership and Management; and
* Breadth of Appreciation of the Policing Role.

Qualification for the preliminary interview stage will be based on meeting the required standard in both Sections A and B.

In completing Section B of the application form candidates should ensure that they include the key experience that demonstrates their competency in the two areas set out above and which they wish the Selection Board to consider in the shortlisting process.

**Interview**

At preliminary and final interview, the Selection Board may question candidates in detail about their experience and examples provided in **all** sections of their application, including in Sections B and C of the application form. This will include particular reference to actions taken, the rationale for those actions and the relevance of experience to the requirements of the Assistant Commissioner role. They may also question candidates regarding other relevant evidence of achievement.

Candidates will also be required to make a short presentation on a topic to be advised in advance of final interview. This will be followed by a discussion which may include questions on candidates’ experience relating to any of the competencies in the context of their presentation at interview.

**Instructions for Completion of Sections B and C of the Application Form**

Sections B and C of the application form require candidates to provide evidence which demonstrates their experience under each of the competencies as set out in the Competency Framework for the rank of Assistant Commissioner in the Garda Síochána.

The competencies that have been agreed for the Assistant Commissioner rank following consultation with the Garda Commissioner are:

* Leadership and Management
* Strategic Thinking;
* Delivery Focus: High Performance and Delivering Results;
* Managing Relationships: Collaboration and Communication;
* Drive and Resilience;
* Breadth and Appreciation of the Policing Role;
* Exemplifies Public Service Values and the Policing Principles.

**The Competency Framework, which outlines some examples of areas of application for each competency, is outlined in Appendix A of the Candidate Information Booklet.**

**Section B**

In Section B of the Application form you are required to provide information in relation to the two competencies which will be specifically assessed during the shortlisting process:

* Leadership and Management; and
* Breadth of Appreciation of the Policing Role.

Please ensure that the experience you wish to have considered by the Selection Board during the shortlisting process is provided in this section of the form.

**Section C**

In Section C of the application form you are required to provide information in relation to the other five competencies for the Assistant Commissioner role:

* Strategic Thinking;
* Delivery Focus: High Performance and Delivering Results;
* Managing Relationships: Collaboration and Communication;
* Drive and Resilience;
* Exemplifies Public Service Values and the Policing Principles.

These five competencies will ***not*** be considered at the shortlisting stage but along with Section B may be discussed and assessed at interview.

When completing Sections B and C, candidates are required to complete two parts for each competency relating to their experience which demonstrate their readiness for the Assistant Commissioner role, as follows:

* In the first part candidates should **summarise their experience relevant to the Assistant Commissioner role** under the competency heading; and
* In the second part, candidates should **provide one example that illustrates their competency relevant to the Assistant Commissioner role** under the heading by describing the background/ nature of the task/operation/problem/objective and their specific involvement and contribution to the outcome.

Candidates should note that there is a strict word limit in each of these sections and candidates may be penalised for exceeding this limit.

Candidates are bound by the Code of Ethics for the Garda Síochána in regard to their application for this competition.

**Section B**

*(****Note****: Material provided in this section* ***will be assessed during the shortlisting process****. Please ensure that all pertinent information you wish to have considered for the purpose of shortlisting is included.* ***Please ensure that you do not exceed 200 words in any section as any information in excess of this may not be considered by the Selection Board****)*

**Leadership and Management**

1. Summarise your experience to date relevant to the Assistant Commissioner role under this competency. (Maximum 200 words).

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1. Describe one example that illustrates your competency relevant to the Assistant Commissioner roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Breadth of Appreciation of the Policing Role**

1. Please summarise your policing experience relevant to the Assistant Commissioner role. (Maximum 200 words).

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1. Describe one example that illustrates your appreciation of the policing role relevant to the rank of Assistant Commissioner, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Section C**

*(****Note****: Material provided in this section will* ***not*** *be assessed during the shortlisting process but for those candidates shortlisted for interview it may be assessed at interview.)*

**Strategic Thinking**

1. Summarise your experience to date relevant to the Assistant Commissioner role under this competency. (Maximum 200 words).

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1. Describe one example that illustrates your competency relevant to the Assistant Commissioner roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Delivery Focus: High Performance and Delivering Results**

1. Summarise your experience to date relevant to the Assistant Commissioner role under this competency. (Maximum 200 words).

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1. Describe one example that illustrates your competency relevant to the Assistant Commissioner roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Managing Relationships: Collaboration and Communication**

1. Summarise your experience to date relevant to the Assistant Commissioner role under this competency. (Maximum 200 words).

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1. Describe one example that illustrates your competency relevant to the Assistant Commissioner roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Drive and Resilience**

1. Summarise your experience to date relevant to the Assistant Commissioner role under this competency. (Maximum 200 words).

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1. Describe one example that illustrates your competency relevant to the Assistant Commissioner roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Exemplifies Public Service Values and the Policing Principles**

1. Summarise your experience to date relevant to the Assistant Commissioner role under this competency. (Maximum 200 words).

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1. Describe one example that illustrates your competency relevant to the Assistant Commissioner roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Section D – Current Supervisor’s Certification**

I am satisfied that the information provided in this application in relation to the examples of experience provided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of candidate) accurately reflects his/her experience.

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

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternative Certification[[1]](#footnote-1)**

I am satisfied that the information provided in this application in relation to the examples of experience provided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of candidate) accurately reflects his/her experience.

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

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity in which you know the candidate: (e.g. supervisor in the period & specify dates):

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**Section E – Declaration**

I apply for the selection competition for appointment to the rank of Assistant Commissioner in the Garda Síochána in accordance with the terms and conditions of the selection process as set out in the Candidate Information Booklet.

I declare that, to the best of my knowledge and belief, all the statements contained in this form are correct.

I have read, understood and I affirm my commitment to the Code of Ethics for the Garda Síochána.

I have read and understand the terms of the selection process as set out in the Garda Síochána Act (Appointments to the ranks of Assistant Commissioner, Chief Superintendent and Superintendent) Regulations 2016 (“the Regulations”), the Candidate Information Booklet and the Policing Authority’s Statement of Practice relevant to this competition. In particular, I have read the sections relating to the prohibition on canvassing and candidates’ obligations.

I confirm that I meet the eligibility criteria as set out in the Regulations.

I understand that:

* If I am placed on the panel of candidates at the conclusion of the selection process, this does not entitle me to be appointed to a position;
* Before any candidate can be appointed by the Authority, the Regulations provide that the candidate must undertake a clearance process as required by the Authority and the Authority must be satisfied as to certain matters including a satisfactory outcome of a clearance process;
* The clearance process will include consideration of the health and character of candidates, including but not confined to criminal convictions, disciplinary sanctions, outstanding investigations and complaints and/or other relevant matters; and
* If I am selected to be on a panel, the Authority will make such enquiries as it considers necessary as part of its clearance process to satisfy itself in accordance with Regulation 12 of the Regulations prior to appointment.

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

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print)

1. In the event that it is not possible for the current supervisor to sign this certificate, an alternative serving supervisor may do so. [↑](#footnote-ref-1)