

**Application Form**

**For Selection for Appointment to the Rank of Superintendent in the Garda Síochána 2017**

**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**  |  |
| **Employer Identification Number** |  |
| **Please specify if you require any special facilities 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 this selection competition.**

**Educational qualifications**

Please list all educational qualifications including Academic, Professional or Technical. (Starting with the most recent):

| **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):

| **From:** **(Month, year)** **To:** **(Month, year)** | **Employing Organisation** | **Rank and****Position held (district, division, role etc.) and location** | **Brief Description of duties** |
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**Key Experience**

**Please consider the information provided in the Candidate Information Booklet relating to this particular role carefully before completing this section. The information provided will be considered by the Selection Board during the selection process as follows:**

Shortlisting

In the event of the Authority receiving a large number of applications relative to the expected positions to be filled from the panel, the selection board will conduct a shortlisting process. The purpose of shortlisting is to identify candidates likely to attain the standard required at the interview stage of the competition. In deciding whether to shortlist candidates the selection board will primarily examine the information provided in the following sections of the application form:

* Breadth of Experience and Appreciation of the Policing Role (Section B); ***and***
* Managing Operations and Delivering Results competency.

The information provided in these sections of the application will be assessed against the requirements for the Superintendent role as set out in the Candidate Information Booklet. Candidates should ensure that all pertinent information they wish to have considered during in this context are included.

Interview

At interview, the Selection Board will question you in detail about the information you provide in your application with particular reference to the actions you took, your rationale for your actions and the relevance of your experience to the requirements of the Superintendent role. They may also question you 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 interview.

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

**Section B - Breadth of Experience and Appreciation of the Policing Role**

In considering candidates, the Selection Board will consider their career to date and the evidence provided in this section of the application form with particular regard to the following requirements at the rank of Superintendent:

* Comprehensive understanding of the up to date legal and procedural context within which the Garda Síochána operates;
* Sound understanding of the different operational elements and procedures within the organisation that come into play in particular circumstances;
* Knowledge of the range of specialist resources that are available within the organisation and their appropriate use;
* Appreciation of the role that the Garda Síochána fulfils in the community and within the wider society and knowledge of community concerns, services and initiatives;
* Planning for operations, events and contingencies and responding to changing circumstances in an agile manner;
* Commitment to crime prevention, identifying risks and engaging with and supporting the community, victims and vulnerable members of society;
* Clear understanding of your own and your team's role, objectives and targets and their place in the wider context; and
* Knowledge of policing and governmental issues and the wider societal context.

In this section of the application you should summarise your policing experience relevant to the Superintendent role, giving evidence of your knowledge and understanding of the role of policing.

**Section C - Competency Framework**

Having read the Competency Framework for the Superintendent rank in the Garda Síochána and thought about the demands of the role, you are required to demonstrate specific evidence of achievement and strengths, which you consider make you particularly suitable for the position. The competencies that have been agreed for the Superintendent rank following consultation with the Garda Commissioner are:

* Leadership and Operational Planning;
* Managing Operations and Delivering Results;
* Judgement and Decision Making;
* Building Relationships and Communication; and
* Exemplifies Public Service Values and the Policing Principles.

**The Competency Framework is outlined in Appendix A of the Candidate Information Booklet.**

For each competency area you are required to complete two sections:

* In the first section you should **summarise your experience relevant to the Superintendent role** under the competency heading; and
* In the second section, you should **provide one example that illustrates your competency relevant to the Superintendent role** under the heading by describing the background/nature of the task/operation/problem/objective, your 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 - Breadth of Experience and Appreciation of the Policing Role**

*(Candidates should note that this competency will be specifically assessed during the shortlisting process and that all pertinent information they wish to have considered In this context should be included.)*

Please summarise your experience to date relevant to the Superintendent role. (Maximum 400 words).

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**Section C – Competency Framework**

**Leadership and Operational Planning**

(a) Summarise your experience to date relevant to the Superintendent role under this competency. (Maximum 200 words)

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(b) Describe one example that illustrates your competency relevant to the Superintendent role under 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 Operations and Delivering Results**

*(Candidates should note that this competency will be specifically assessed during the shortlisting process and that all pertinent information they wish to have considered In this context should be included.)*

(a) Summarise your experience to date relevant to the Superintendent role under this competency. (Maximum 200 words)

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(b) Describe one example that illustrates your competency relevant to the Superintendent role under 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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**Judgement and Decision Making**

(a) Summarise your experience to date relevant to the Superintendent role under this competency. (Maximum 200 words)

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(b) Describe one example that illustrates your competency relevant to the Superintendent role under 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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**Building Relationships and Communication**

(a) Summarise your experience to date relevant to the Superintendent role under this competency. (Maximum 200 words)

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(b) Describe one example that illustrates your competency relevant to the Superintendent role under 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**

(a) Summarise your experience to date relevant to the Superintendent role under this competency. (Maximum 200 words)

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(b) Describe one example that illustrates your competency relevant to the Superintendent role under 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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**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017

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

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

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

**Declaration**

I apply for the selection competition for appointment as Superintendent in the Garda Síochána in accordance with the terms of the selection process.

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

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’s 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.

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 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 of criminal convictions and/or disciplinary sanctions; and
* If I am selected to be on a panel, information relating to outstanding criminal or disciplinary investigations will also be obtained prior to appointment, as part of the clearance process.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017

**Consent**

I understand that the Policing Authority may make such enquiries, as it considers necessary to complete the clearance process and comply with the Regulations, including validating the information in this application form. I consent to this and to the Garda Síochána and/or the Garda Síochána Ombudsman Commission and/or the Police Service of Northern Ireland and/or the Police Ombudsman for Northern Ireland, as applicable, providing the Policing Authority with personal information relating to me in response to such enquires.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017

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)