

**Application Form**

**For Selection for Appointment to the Rank of Chief Superintendent in the Garda Síochána 2023**

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

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| **First Name** |  |
| **Last Name** |  |
| **Candidate number** |  |
| **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 application forms is 3pm on Monday 13 March 2023**

**Educational Qualifications**

Please list the **key** educational and training qualifications (***no more than six***) that you believe are of **most relevance** to your application for this position, 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 a ***brief*** overview of all previous employment (starting with the most recent).

***Please ensure that you do not exceed 200 words in any section below. The inclusion of footnotes in this section of the application form is not permitted and will not be considered by the Selection Board.***

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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 Chief Superintendent 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:

**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 Chief Superintendent positions to be filled over the duration of the panel.

Initial shortlisting of candidates at Stage 1 of the competition process is based on the results of the Situational Judgement Test, following which candidates who are successful in that test will be invited to submit an application form.

In deciding whether to further shortlist candidates at Stage 2 of the competition process, the Selection Board will specifically examine information provided in the following competency areas in Section B of the application form:

* Breadth of Appreciation of the Policing Role; and
* Management and Delivery of Results

The Selection Board will assess this material against the requirements for the Chief Superintendent role set out in the Candidate Information Booklet, and such specific criteria as the Selection Board may decide, while having regard to Section A of the form for context. Qualification for the preliminary interview stage will be based on meeting the required standard in both of these competencies.

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

**Interview**

At interview, the Selection Board may question candidates in detail about their experience and examples provided in **all** sections of their application, including in both 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 Chief Superintendent role. They may also question candidates regarding other relevant evidence of achievement.

**Presentation**

Candidates will also be required to make a short presentation at interview on a topic to be advised in advance of final interview. A number of presentation topics will be identified and candidates will be asked to select one topic on which to present. Candidates will be asked to submit material on their selected topic in advance of the interview. Candidates will be questioned on their presentation and their presentation will be scored, with reference to one or more specific competency areas. Candidates will be notified in advance as to which competency area(s) their presentation will be scored against. Discussion may also 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 Chief Superintendent in the Garda Síochána.

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

* Breadth of Appreciation of the Policing Role.
* Management and Delivery of Results;
* Leadership and Strategic Direction;
* Judgement and Decision Making;
* Building Relationships and Communication;
* Drive and Commitment to 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.**

***Please ensure that you do not exceed 200 words in any question in sections B or C as any information in excess of this may not be considered by the Selection Board. Please note that footnotes are not permitted and will not be considered as part of a candidate’s application.***

**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:

* Breadth of Appreciation of the Policing Role; and
* Management and Delivery of Results.

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 four competencies for the Chief Superintendent role:

* Leadership and Strategic Direction;
* Judgement and Decision Making;
* Building Relationships and Communication; and
* Drive and Commitment to Public Service Values and the Policing Principles

These four 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 Chief Superintendent role, as follows:

* In the first part candidates should **summarise their experience relevant to the Chief Superintendent role** under the competency heading; and
* In the second part, candidates should **provide one example that illustrates their competency relevant to the Chief Superintendent 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 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 question as any information in excess of this may not be considered by the Selection Board****.* ***The inclusion of footnotes in this section of the application form is not permitted and will not be considered by the Selection Board.***

**Breadth of Appreciation of the Policing Role**

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

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| **Confirm word count:** |  |

1. Describe one example that illustrates your appreciation of the policing role relevant to the rank of Chief Superintendent, 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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**Management and Delivery of Results**

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

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| **Confirm word count:** |  |

1. Describe one example that illustrates your competency relevant to the Chief Superintendent 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 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.)* ***Please ensure that you do not exceed 200 words in any question as any information in excess of this may not be considered by the Selection Board****.* ***The inclusion of footnotes in this section of the application form is not permitted and will not be considered by the Selection Board.***

**Leadership and Strategic Direction**

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

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| **Confirm word count:** |  |

1. Describe one example that illustrates your competency relevant to the Chief Superintendent 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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**Judgement and Decision Making**

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

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| **Confirm word count:** |  |

1. Describe one example that illustrates your competency relevant to the Chief Superintendent 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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**Building Relationships and Communication**

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

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| **Confirm word count:** |  |

1. Describe one example that illustrates your competency relevant to the Chief Superintendent 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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| **Confirm word count:** |  |

**Drive and Commitment to Public Service Values and the Policing Principles**

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

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| **Confirm word count:** |  |

1. Describe one example that illustrates your competency relevant to the Chief Superintendent 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 – Declaration**

I apply for the selection competition for appointment to the rank of Chief Superintendent in the Garda Síochána in accordance with 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)

**Appendix A**

| **Competencies for Chief Superintendent in the Garda Síochána** | |
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| **Competency** | **Examples of Areas of Application:** |
| **Leadership and Strategic Direction** | Leads the team, gives focus on priorities and performance, setting high standards, tackling any performance problems & facilitating high performance. |
| Contributes to the shaping of Garda Síochána strategy and policy by consulting with stakeholders, feeding local intelligence, environmental analysis and front-line views upward into helping develop national policy. |
| Develops capability and capacity across the team through effective delegation and recognition of diverse skills and requirements, offering coaching and constructive / supportive feedback. |
| Leads on preparing for and implementing significant change and reform. |
| Anticipates and responds quickly to developments in the sector/ broader environment. |
| Actively collaborates with other Departments, Organisations and Agencies. |
| **Judgement and Decision Making** | Identifies and focuses on core issues when dealing with complex information/ situations, planning and co-ordinating the deployment and allocation of resources and the activities of resources and specialist units. |
| Assembles facts, deploys verbal and numerical information and thinks through issues logically to assess situations quickly and co-ordinate deployment and tactics. |
| Sees the relationships between issues and quickly grasps the high level and socio-political implications. |
| Takes action, making decisions in a timely manner and having the courage to see them through. |
| Allocates resources appropriately across the range of activities in their area of responsibility. |
| Makes sound and well informed decisions, informed by the Code of Ethics, understanding their impact and implications. |
| Strives to effectively balance a range of complex and diverse policing, societal and political elements and the citizen impact in all decisions. |
| **Management and Delivery of Results** | Initiates and takes personal responsibility for setting high standards and delivering results and quality services. |
| Balances strategy and operational detail to meet organisational needs. |
| Manages multiple agendas and tasks and reallocates resources to manage changes in focus. |
| Makes optimum use of resources and implements performance measures to deliver on objectives. |
| Ensures the optimal use of ICT and new delivery models. |
| Critically reviews projects and activities to ensure their effectiveness and that they meet organisational requirements. |
| Instils the importance of efficiency, value for money and good corporate governance. |
| Adapts the national policing plan to reflect local priorities based on local intelligence and environmental analysis, while maintaining a focus on overall policing priorities and strategies, prioritising across the key activity areas, managing and ensuring the performance of a focused team acting on priorities and achieving the desired outcomes. Clearly demonstrates the capacity to undertake the Chief Superintendent role. |

| **Competencies for Chief Superintendent in the Garda Síochána** | |
| --- | --- |
| **Competency** | **Examples of Areas of Application:** |
| **Building Relationships and Communication** | Speaks and writes in a clear, articulate and impactful manner, making opinions known when s/he feels it is right to do so. |
| Actively listens, seeking to understand the perspective and position of others. |
| Manages and resolves conflicts / disagreements including workplace conflicts in a positive and constructive manner. |
| Works effectively with a range of different parties, recognising & managing tensions arising from diverse stakeholders’ perspectives. |
| Persuades others, builds consensus, gains co-operation from others to obtain information and accomplish goals. |
| Proactively engages with colleagues at all levels of the organisation and across other organisations and groups and builds strong professional networks. |
| Appreciates the importance of building a positive image of an ethical, citizen-focused organisation and uses media channels appropriately to communicate the Garda Síochána message effectively. |
| **Drive and Commitment to Public Service Values and the Policing Principles** | Consistently strives for a high level of personal and team performance. |
| Demonstrates personal commitment to the role, maintaining determination and persistence alongside a sense of balance and perspective in relation to work issues. |
| Is personally trustworthy, honest and respectful, delivering on promises and commitments. |
| Serves the State and people of Ireland, ensuring the citizen is at the heart of all services provided, demonstrating a strong community focus, while appreciating and managing risk and understanding the importance of good governance. |
| Is resilient, maintaining composure even in adverse or challenging situations. |
| Promotes a culture that fosters the values of integrity, honesty, respect, equality and ethical behaviour required by the Code of Ethics for the Garda Síochána in delivering a professional, accountable service. |
| **Breadth of Appreciation of the Policing Role** | Develops and maintains skills and expertise across a number of areas that are relevant to the Garda Síochána and his/her specific field of operations. |
| Keeps up to date with key organisational, policing, national and legal developments and issues that affect the role. |
| Ensures sound intelligence and management of state security risks. |
| Builds effective relationships with communities and colleagues in a range of diverse engagements. |
| Maintains a strong focus on self-development, seeking feedback and opportunities for growth. |
| Works effectively with the legal and court systems. |