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| A black and white sign  Description automatically generated with medium confidence |

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| **Post of:****PART TIME CIVIC AMENITY SITE ATTENDANT** **(MOHILL CIVIC AMENITY SITE)****Two Year Fixed Term Contract** |

Leitrim County Council are now recruiting for the position of Part-Time Civic Amenity Site Attendant for Mohill Civic Amenity Site (2 Year Fixed Term Contract).

**Candidates should ensure that they have carefully read the Candidate Information Booklet prior to completing the application form.**

Completed application form, **inclusive of all other required documentation**, must be emailed in **PDF Format as one Single Document (not individual scanned documents)** to **jobs@leitrimcoco.ie** not later than **4:00p.m. on Thursday 6th November 2025.**

**Please quote ‘Civic Amenity Site Attendant Application’ followed by your name in the subject line of the email.**

**Note: Hard copy Application Forms will not be accepted**

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| **PERSONAL INFORMATION** |

|  |  |
| --- | --- |
| **Surname:** | **Forename (s):** |
| **Address:** |
| **Home Telephone Number:** |  |
| **Mobile Number:** |  |
| **Email Address:** |  |

**Communication with candidates will be via email. Please ensure you have included your personal email address. This is also required for online MS Teams Interviews. Any change to personal details including email address must be notified to HR Department immediately**

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| **SAFE PASS CARD** |
| Do you hold a valid Safe Pass Card? | **Yes** |  | **No** |  |
| If yes, please specify expiry date: |  |
| **Note: Candidates must hold a valid Safe Pass Card prior to taking up any offer of a Civic Amenity Site Attendant position** (meeting this requirement will not be permitted to delay any appointment process and the onus is on the candidate to ensure that they have met the requirements in a timely manner). |
| **DRIVING LICENCE** |
| Do you hold a full-unendorsed Class B driving licence? | **Yes** |  | **No** |  |
| Categories of Vehicles Covered & Expiry Date: | Please indicate **YES** in the box beside the categories below as appropriate:

|  |  |  |  |  |  |  |  |  |  |
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| **AM** |  | **A1** |  | **A2** |  | **A** |  | **B** |  |
| **BE** |  | **W** |  | **C** |  | **CE** |  | **C1** |  |
| **C1E** |  | **D** |  | **DE** |  | **D1** |  | **D1E** |  |

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| **NB: A copy of your current driving licence must be submitted with your application form** |

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| **EDUCATION AND TRAINING** |

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| **Educational and Technical Qualifications** |
| **Full Title of****Qualification(s) held**( Certificate, Diploma etc ) | **Duration of Course in Years:** | **Awarding Body** i.e. Name of School, College, Examining Authority | **Level of Qualification Obtained (in the National Framework of Qualifications)****(e.g. Level 5, 6, 7, 8 etc)** | **Year Qualification was Awarded** |
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| **TRAINING COURSES COMPLETED** |

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| --- | --- | --- | --- |
| **Course Title eg:** | **Yes** | **Valid Until:** | **Awarding Body:** |
| Manual Handling |  |  |  |
| Safe System at Work Plan |  |  |  |
| First Aid |  |  |  |
| Pesticide Training/ Safe Use of Pesticides & Herbicides |  |  |  |
| **Other (please specify below)** |  |  |  |
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*Copies of certificates are* ***not*** *required to be submitted with application form but may be requested prior to taking up any offer of the position*.

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| **EMPLOYMENT RECORD** |

**BRIEF SUMMARY OF WORK EXPERIENCE** (starting with your current/most recent role):

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer** | **TITLE & GRADE OF POST**  | **Post Status:****Permanent/ Temporary/Acting** |
| **Period in Months** | **From** | **To** |
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**EMPLOYMENT RECORD:** (starting with your current/most recent role):

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

**Employment Record cont’d…**

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

**Employment Record cont’d…**

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
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| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

**Employment Record cont’d…**

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

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| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part Time or Full Time:** |  |
| **Dates:** | **From** | **To** | **Duration in Months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for Leaving this Post:** |  |

Additional sheets may be included as required (information to be set out in the same manner as above).

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| **SKILLS / APTITUDES & DETAILS OF RELEVANT EXPERIENCE** |

**For each of the Skills/Aptitude areas below please briefly detail specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of this role. Please note that your application may be shortlisted on the basis of the information submitted on this form.**

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| 1. **KNOWLEDGE / EXPERIENCE & SKILLS**

**Please outline an example of your specific knowledge / experience / skills that you consider are particularly relevant to this role**  |
|  |
| **Total No of Words (Max 250):**  |

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| 1. **TEAMWORK & INITIATIVE**

**Please provide one specific example where you showed initiative and / or ability to use judgement in a work-place environment (e.g. the issue identified, solution proposed, any particular considerations etc).** |
|  |
| **Total No of Words (Max 250):**  |

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| 1. **COMMUNICATION SKILLS & CUSTOMER FOCUS**

**Experience in Dealing with the Public****Please provide one specific example in relation to your experience in dealing with the Public (e.g. your role, dealing with a difficult customer, resolution of disputes, responding to queries etc).** |
|  |
| **Total No of Words (Max 250):** |

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| 1. **AWARENESS OF HEALTH & SAFETY**

**Experience of Health, Safety and Welfare at Work****Please detail your experience of Health, Safety & Welfare at Work (e.g. duties performed, duration and compliance with Health & Safety requirements. Include any training or special positions of responsibility that you have held).** |
|  |
| **Total No of Words (Max 250):** |

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| **Please indicate below a brief personal statement outlining why you wish to be considered for the post and where you feel your skills and experience meet the requirements of the position.****(Max 250 words)** |
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| **Other Information****(Please answer all questions below)** |
| 1. **Do you claim to fulfil all the requirements set out for this position, including citizenship requirement?**
 | **Yes** | **No** |
|  |  |
| 1. **Are you at present or have you been in the past employed in the Public Sector?**
 | **Yes** | **No** |
|  |  |
| **If YES, please give details:** |
| 1. **Give particulars of Service (if any) in the Defence Forces or Auxiliary Defence Services:**
 |
| 1. **Are you at present or have you been in the past 12 months, a Member of any Local Authority or Committee of a Local Authority?**
 |
| 1. **Name the post (if any) you hold at present – including grade as relevant:**
 |
| 1. **Did you receive an ex-gratia payment from a Public Service Body under any redundancy scheme in the past two years?**
 | **Yes** | **No** |
|  |  |
| **If YES, please give details of the relevant Public Service Body:** |
| 1. **If offered appointment, when could you take up duty?**
 |  |
| 1. **Do you consider that you have a disability?**
 | **Yes** | **No** |
|  |  |
| **If YES, please give details of the nature of your disability and your requirements, if any to enable us to make appropriate arrangements for this competition:**Information about disability is only requested on the application form in orderthat appropriate arrangements for an interview can be made if necessary. |

**References:**

Give here the names of two responsible persons to whom you are well known but not related and who will supply a reference (If you are or have been in employment, one of the referees should be an existing or former employer).

Do you consent to the Council contacting your referees? **YES NO**

|  |  |
| --- | --- |
| **FIRST REFEREE** | **SECOND REFEREE** |
| **Name:** | **Name:** |
| **Occupation:** | **Occupation:** |
| **Address:** | **Address:** |
|  |  |
|  |  |
|  |  |
| **Telephone No.:** | **Telephone No.:** |
| **Email:** | **Email:** |

Before signing this form, please ensure that you have replied fully to all questions.

I confirm that I have read the Candidate Information Booklet and I comply with the criteria as outlined. I authorise Leitrim County Council to use the personal data supplied by me for the sole purpose of this competition.

I certify that the information furnished in this application form is correct and I hereby authorise Leitrim County Council to seek any additional information that they may require in connection with my application for the post.

## Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE SUBMIT APPLICATION FORM AND ANY SUPPORTING DOCUMENTS IN PDF FORMAT AS ONE SINGLE DOCUMENT VIA EMAIL NOT LATER THAN:** **4.00 p.m. on Thursday, 6th November 2025**

**to** **jobs@leitrimcoco.ie****.**

**Please quote ‘****Part Time Civic Amenity Site Attendant Application’ followed by your name in the subject line of the email.**

### LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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| **Part Time Civic Amenity Site Attendant** |

IMPORTANT CHECKLIST - PLEASE READ PRIOR TO SUBMITTING APPLICATION FORM

1. Before signing this form, please ensure that you have replied fully to all the questions asked. All Sections/Questions in this Application Form must be completed in full **(a Curriculum Vitae will NOT be considered).** In order to ensure that each candidate is treated fairly and equally the interview board will only be provided with candidates’ application forms.
2. Once the application form is submitted to the Human Resources Department of Leitrim County Council, candidates are not permitted to alter/make additions or make deletions to their application in any way.
3. Please ensure that you satisfy the essential requirements for this post (as specified in the Candidate Information Booklet). Leitrim County Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination and hence persons who are ineligible but nevertheless enter may thus put themselves to unnecessary expense. Leitrim County Council will not be responsible for any expenses which may be incurred by the candidate in attendance for interview.

All **incomplete applications** will be deemed **INVALID** after the closing date and will not be included in the competition.

1. Leitrim County Council may decide, by reason of the number of persons seeking admission to the competition to carry out a shortlisting procedure. **Please refer to Selection Process in the Candidate Information Booklet for details of Eligibility, Shortlisting and Interview Process.** The number of persons to be invited to interview shall be determined by Leitrim County Council.
2. Application forms must be **received** **in PDF Format only (one single document)** fully completed and inclusive of all the requested documentation via email only to **jobs@leitrimcoco.ie** not later than **4.00 p.m. on Thursday, 6th November 2025.** Please quote **‘Part Time Civic Amenity Site Application’** followed by your name in the subject line of the email. Hard copy applications will **NOT** be accepted.
3. Applications received after the closing **date and time** will not be considered.
4. Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.
5. The responsibility rests with the applicant to ensure that their application is **received** by the Human Resources Department of Leitrim County Council on time. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.