

**CLARE COUNTY COUNCIL**

**FIRE & RESCUE SERVICE**

**TERMS OF ENGAGEMENT OF RETAINED PART-TIME FIRE-FIGHTERS**

**(County Council means Clare County Council)**

**CHARACTER:** A fire-fighter must be of good character. The County Council may make whatever enquiries it considers necessary to satisfy this condition.

**AGE:** A fire-fighter must be not less than 18 years on the first day of the month in which the latest date for receiving application forms occurs. A birth certificate must be submitted to the County Council as proof of age, and compliance with the above is required before a person is to be engaged as a recruit.

**RETIREMENT:** The normal retiring age is 55. However, fire-fighters who would be physically capable of working beyond the preferred age of 55 have an extended optional period in which to exit the service subject to certain conditions. Such fire-fighters have the option to continue working for a defined limited period subject to compulsory annual medical assessment measured against agreed standards. The maximum age limit is 58 and no extension will be provided beyond the date of the fire-fighters 58<sup>th</sup> birthday.

**SUPERANNUATION:** The post holder will be required to contribute into the **Single Public Service Pension Scheme** as per Department of Housing, Planning, Community & Local Government guidelines.

**GENERAL:** The employment is part-time and pensionable - subject to qualifying service as per the scheme rules.

**HEALTH:** A fire-fighter shall be free from any defect, disease, physical or psychological condition, and must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**MEDICAL EXAMINATION:**

Before recruitment, in order that conditions as to health may be ascertained, a candidate shall undergo such medical examination (which may include x-ray and/or other special tests) as the County Council consider necessary. The medical examiners will be nominated by the County Council. The candidate must comply, at his/her own expense, with such remedial requirements as the County Council consider necessary.

An Operational Fire-fighter shall -

- (1) at any time, if requested by the County Council, undergo such medical examination(s) by medical examiner(s) as nominated by the County Council,

***And***

- (2) attend medical examinations as requested as per Occupational Health system for retained fire-fighters as issued by LGMSB to Fire Authorities

Payment of medical examiner(s) fees may be made by the County Council in its absolute discretion for the above examinations. The fire-fighter must comply, at his/her own expense, with such remedial requirements as the County Council considers necessary.

Retention as a fire-fighter will depend upon receipt of satisfactory reports by medical examiner(s) and to the general condition above as to health.

An operational fire-fighter must maintain a good level of physical fitness and shall partake in the Occupational Health Scheme as detailed in the "Retained Fire-fighter's Agreement with Local Government's Management Services Board on revised pay and conditions of Employment - 1999".

#### **EDUCATION**

A candidate must have attained a suitable level of education to enable him/her to undergo successfully the appropriate training, and to perform satisfactorily as a fire-fighter.

#### **PROBATION:**

From the date of commencement as a recruit fire-fighter, there shall be a period of one year during which the recruit fire-fighter shall be on probation. Such period of one year may be extended at the absolute discretion of the County Council. The recruit shall not become an operational fire-fighter at the end of the period of probation unless the County Council is satisfied that the fire-fighter has been satisfactory in all respects.

#### **TRAINING**

During the probationary period a recruit shall attend and pass -

- (1) A three-week recruits course, and
- (2) A two-weeks Breathing Apparatus Wearers' course,
- (3) Any other course that the County Council may deem necessary

Failure to successfully complete such courses will terminate the recruit fire-fighter's employment.

A recruit fire-fighter shall possess a current Class B Licence or a provisional Class B licence and ideally a Class C Licence for HGV with up to eight passengers. Recruits shall pass a Class C Driving test during probationary period after appropriate training. Failure to pass may result in termination of employment. He/she will co-operate with Driver Training for HGV Vehicles and will act for another driver or driver mechanic if necessary

#### **DRILLS AND FURTHER**

A fire-fighter shall attend and participate in drills and shall undergo from time to time, courses and further training as required or

## **TRAINING**

deemed appropriate by the County Council. The location(s) of the training shall be decided by the County Council and adequate advance notice shall be given to fire-fighters.

Drills shall be held at such frequency as decided by the County Council and in accordance with the Fire Services Council's syllabus. A fire-fighter shall be provided with a minimum of 100 hours training per annum as per "Retained Fire-fighter's Agreement with Local Government's Management Services Board on revised pay and conditions of Employment - 1999". This training will normally be given on a two hours per week basis. He will co-operate with any new training regimes for fire-fighters/fire officers including out of station, mid week or week-end training as decided by Chief Fire Officer.

The level of training to be successfully undertaken by a fire-fighter shall be such as to enable him to carry out competently and effectively, the various operations required in the Fire Service, including the operation of communications systems, driving appliances and vehicles, and the operation of pumps, lifts, ladders, rescue and emergency equipment, hydrant testing, etc., and such other matters and requirements as may arise from time to time.

A fire-fighter shall be expected to acquire a level of training and knowledge as to enable him to interchange with and act as substitute for all personnel at operational level in the Fire Service of the County Council. The County Council has discretion to act-up a fire-fighter to an officer position if it is required.

## **RESIDENCE:**

A fire-fighter must reside and work within 1.5 miles (2.4km) or within a reasonable distance of the fire station of the relevant unit. On receipt of a fire or other emergency call they should be in attendance at the station within five minutes. (If changing residence or the nature or location of his/her work prevents him/her from carrying out this undertaking, he/she will resign from the service of the Fire Brigade).

## **AVAILABILITY:**

Written evidence from the employer as to availability must be provided and the County Council in its sole discretion, shall decide as to whether the availability as so evidenced is acceptable; self-employed must also provide written evidence as to availability. Such written evidence must cover a candidates availability for initial training and for fire and other calls, drills, training and such other duties which the fire-fighter may be required by the County Council to perform.

If the County Council deems a fire-fighter's attendance to be unsatisfactory, it may terminate the fire-fighter's service.

## **DUTIES**

A fire-fighter, as and when required, shall perform such duties as are assigned to him/her from time to time and without prejudice to the generality of this requirement, a fire-fighter, as and when required by the County Council, shall perform watchroom duties, driving duties and the operation of pumps, lifts, hoists, ladders and means of escape, rescue equipment, hydrant testing etc. and other duties as directed by an authorised officer of the County Council either verbally or in writing.

## **ATTENDANCE**

### **(1) DRILLS AND FIRE/EMERGENCY CALL OUTS**

Notwithstanding such other disciplinary action which the County Council may apply, failure to attend or participate in 85% of the drills and 50% of fire/emergency call outs as a rider on the appliance in any quarter of a year shall have the result that the fire-fighter shall forfeit his/her right to payment of the retaining fee for that quarter.

In the case of fire/emergency call outs, the fire-fighter shall attend within the "maximum attendance time" which shall be set for each station by the Chief Fire Officer. The "turnout time" and "maximum attendance time" shall be set in accordance with "Retained Fire-fighter's Agreement with Local Government's Management Services Board on revised pay and conditions of employment - 1999". There is a liability on fire-fighters to attend alert calls. This is the basis on which a retainer is paid. The onus of arranging to receive a call out alarm shall rest with members. A pager whose care & battery condition is the responsibility of the fire-fighter is issued to each fire-fighter to enable him/her receive notification of emergency calls

Where the Chief Fire Officer considers that a fire-fighter is not fulfilling the above attendance standards which he/she considers reasonable in all of the circumstances, the Chief Fire Officer will have the right to withhold the retainer payment as follows;

50% in the 1<sup>st</sup> quarter,

100% in the 2<sup>nd</sup> quarter within any 12 months.

Any further failure to meet the above attendance standards may be dealt with through disciplinary procedures.

### **(2) STAND-TO ROSTER**

A strict week on/week off roster shall apply for each fire-fighter. He/she shall be required when available for duty to respond to and attend with due promptness to fire and other calls, emergencies and duties in any part of County Clare and in the area of any other Fire Authority as required by the County Council.

A fire-fighter rostered on duty may be relieved of his/her obligations to respond to and answer fire and other calls etc., provided that he/she has made arrangements with a fire-fighter rostered off duty, to act as substitute in his/her place and provided that both fire-fighters have notified the Station Officer or in his absence, the Sub-Officer, in writing, at least 48 hours in advance of the substitution taking effect and provided that the Station Officer or in his absence, the Sub-Officer, has consented in writing to the substitution. This paragraph shall apply also in the case of Annual Leave. In cases of Annual Leave, advance notice in writing must be given to the Station Officer or in his absence, to the Sub-Officer on a prescribed form, at least fourteen days in advance of the first day of Annual Leave.

Notwithstanding the above, members shall be available for duty at all times unless approved absence has been previously arranged with the Officer in charge of the brigade.

(3) **Members shall comply with Regulations for Fire Brigade Personnel as attached.**

**CLOTHING**

The issue to each firefighter shall be -

1 Fire-fighter's Helmet	Issued once only
1 Fire-fighter's Turn-out Coat	Normally issued once in 5 yrs
1 Fire-fighter's Turn-Out Trousers	Normally issued once in 5 yrs
1 Pair Fire-fighter's Boots	Normally issued once in 5 yrs

The above equipment shall be stored in the Fire Station. Each fire-fighter shall be responsible for his/her issue of clothing etc. and items lost or damaged due to the fire-fighter's default shall be replaced at the fire-fighter's expense, by deduction of the cost from fees etc., due to him.

In addition to above each fire-fighter will be supplied with an undress uniform at the end of his probationary period, and half the cost will be deducted from his clothing allowance for that year.

In addition each member receives an annual clothing allowance of €186.59. All rates are subject to periodic review.

**REMUNERATION:**

In relation to training and courses etc. (excluding fire drills) provided after recruitment, a fire-fighter taking part in courses lasting one day and upwards shall be paid drill fee rates in lieu of wages.

A fire-fighter shall be paid at the appropriate approved national rates of fire and drill fees and retainer fees. (See Schedule A for conditions attached to payment of retainer fees). The rates for fire/emergency call outs are increased by 100% between 10.00 p.m. and 7.00 a.m. and on Saturdays, Sundays, and public holidays. The above fees shall be reduced by the amount of such statutory deductions as may apply from time to time.

A fire-fighter will be paid for attendance at drills at the rate of €20.83 per hour as of 1/10/2018.

A fire-fighter will be paid for attendance at fires at the rate of €41.66 per hour for the first hour or part of, and €20.83 per hour thereafter (Day fires 7.00 a.m. - 10.00 p.m.) as of 1/10/2018.

For night fires (10.00 p.m. - 7.00 a.m.) a fire-fighter will be paid €83.32 per hour for the first hour or part of, and €41.66 per hour thereafter as of 1/10/2018. Week-end fires are paid for at the same rate as night fires.

In addition, a retaining fee will be paid quarterly subject to conditions in force. Fees are as follows as of 01/10/2018 :

Service	Fire-fighter
0-2 years	€7,895 per annum
2-5 years	€8,773 per annum
5-10 years	€9,838 per annum
10 years+	€10,812 per annum

**ANNUAL LEAVE**

Annual leave shall be provided in accordance with the organisation of Working Time Act, 1997. Holiday Pay will be paid accordingly as per agreed national guidelines as issued by LGMA and / or DOHP&LG.

**SICK PAY**

Where a member becomes incapacitated as a result of serious illness or injury, retainer fee shall be paid for twelve weeks on receipt of a Medical Doctor's report. The retainer fee may be extended to six months depending on the merits of the case and the applicant's attendance records. Extended sick leave would generally only be extended to a member on one occasion only.

**GENERAL**

He/she must adhere to all conditions of Service for Part-time Firefighters as set out in 1973 Agreement & Retained Fire-fighters 1999 Composite Agreement respectively

**GRIEVANCE &  
DISCIPLINARY  
PROCEDURES**

For the majority of employees the question of Grievance & Disciplinary Procedures will never arise. Clare County Council's Grievance & Disciplinary Procedures shall be followed to ensure that on exceptional occasions when grievances need to be resolved or disciplinary action has to be taken, it is exercised in a fair and reasonable manner and with due regard to the rights and responsibilities of all parties concerned.

He/she will abide by the Clare Co. Council Fire Service Grievance & Disciplinary Procedures as issued in January 2000 to each Station

**CLARE COUNTY COUNCIL**

**FIRE & RESCUE SERVICE**

**SCHEDULE A**

**Conditions attaching to payment of retainer fees**

- (1) That normally half of each brigade is rostered for continuous on call on alternate weeks. Half of each brigade is intended to mean alternate members of each brigade. This may be altered -
  - (a) At the discretion of the Station Officer in the interests of the efficiency of the Service and in the event of unavoidable illness or absence of a member.
  - (b) In the event of occasional unavoidable absence of one rostered member for part of his week, by agreement by him another member to act for him, provided such private agreement has been notified in writing to and agreed by the Station Officer or his Deputy in advance.
- (2) The onus of arranging to receive the call-out alarm shall rest with members.
- (3) The retainer payment will be paid every quarter subject to 100% availability for all rostered periods during that quarter (subject to condition 1 (b) above).
- (4) Failure to turn out during a rostered period will result in loss of the retainer payment. The Chief Fire Officer will have the right to withhold the retainer payment as follows;  
50% in the 1<sup>st</sup> quarter,  
100% in the 2<sup>nd</sup> quarter within any 12 months.  
Any further failure to meet the above attendance standards may be dealt with through disciplinary procedures.
- (5) Notwithstanding the above conditions, all members should turn out at any time available on hearing the alarm and if not rostered and unavailable a member should notify the Station Officer or his Deputy as at present.
- (6) Notwithstanding the above conditions, Clare County Council may introduce a strict week on/week off roster, and/or selective call on certain categories of call in the future. It is a condition of their employment that any new recruit fire-fighters from 1/9/87 will comply with new arrangements when introduced.

***Please note that the signed change of duty form applies also for official leave purposes***

**CLARE COUNTY COUNCIL**

**FIRE & RESCUE SERVICE**

**REGULATIONS FOR FIRE BRIGADE PERSONNEL**

1. Every member must report for duty with the utmost speed on notification of a fire call. The onus of arranging to receive call out alarm shall rest with members.
2. Every member must remain at duty until:
  - (a) the fire has been extinguished and the brigade has returned to the station, and the equipment has been carefully and properly stored away, and the party dismissed by the officer in charge.
  - (b) dismissed by the officer in charge.
  - (c) relieved by another member on the order of the officer in charge.
3. No member shall leave his/her post unless the prior approval of the officer in charge is obtained, and no member shall relieve another member without the prior approval of the officer in charge.
4. Fire-fighters are responsible for carrying fire-fighting/emergency duties under the direction of the officers and for the carrying out of such other orders as may be given them from time to time by an officer either in writing or verbally.
5. Any member of the fire brigade who:
  - (a) fails to carry out his/her duties in a smart and efficient manner;
  - (b) fails to take proper care of his/her equipment;
  - (c) fails to carry out an order from a superior officer given either verbally or in writing;
  - (d) causes any damage to premises or equipment through carelessness;
  - (e) adopts a negative or obstructive attitude likely to interfere with the smooth and efficient working of the brigade;
  - (f) attempts to introduce issues which have no bearing on fire brigade duties;
  - (g) attempts directly or indirectly to intimidate any member into any particular action against his/her will,

shall be reported immediately to the Chief Fire Officer who will investigate the matter. Any member guilty of any of the above may be reprimanded, suspended, or dismissed.

6. Any member of the fire brigade who is unpunctual at drill shall not be paid drill fees.



7. Each member of the fire brigade shall, while engaged on fire brigade duties, at fires, practice, travelling to or from fires, and while on the fire brigade premises carry out his/her duties in a smart and efficient manner. Any slovenliness or otherwise unsatisfactory carrying out of his/her duties on the part of any member of the fire brigade shall be reported to the Chief Fire Officer for necessary disciplinary action.
8. Each member of the fire brigade who volunteers for fire brigade service must be prepared to accept the many risks entailed and to fulfil to the best of his/her ability the duty as fire-fighter in the saving of life, the fighting of fires and the saving of property from damage.
9. Each member must pass satisfactorily a test to be carried out by the Council/Chief Fire Officer before being admitted as a member of the Fire Brigade and must pass any such further tests as the Council/Chief Fire Officer may deem necessary.
10. All personnel are covered by an insurance policy in relation to injury at work in the Fire Service.
11. Any officer or fire-fighter may at any time make a complaint to or seek a personal interview with the Chief Fire Officer. Such complaint or application for interview must be made in writing and signed by the Officer or fire-fighter concerned with his/her comments.
12. Any member of the fire brigade who through illness, holidays or other reason will be unavailable for fire brigade duty for a period of time shall send notice of the fact in writing to his/her superior officer.
13. Each member must agree to the introduction of any new technology and agree to implement any new technology if directed by the County Council.

## **DISMISSAL PROCEDURE:**

The Council hopes that it will not be necessary to dismiss you. There are, however, certain breaches of Council rules and of established custom and practice for which - after the facts have been ascertained - you may be dismissed or suspended without pay. In all cases, the following procedures apply:-

- \* A full investigation will be carried out by the Council. You may be suspended without pay, pending such investigation.
- \* You will be informed of the reasons for the proposed dismissal and you will have the right to state your case. You may be accompanied if you wish, by a fellow employee of your choice, or a representative of your Trade Union, where appropriate.
- \* You may appeal if a decision is taken to dismiss you at the conclusion of the above.
- \* If you and the Council agree, independent arbitration will be sought if a dispute arises concerning your dismissal.
- \* Certain breaches of Council Rules, customs or practice may result in you being dismissed without notice or pay in lieu of notice.

I acknowledge receipt of the document '**TERMS OF ENGAGEMENT OF RETAINED PART-TIME FIREFIGHTERS**', which I have read and I hereby agree to accept the terms thereof in the first instance as a candidate, trainee and recruit and subsequently, if applicable, as and Operational Fire-fighter.

Signed: \_\_\_\_\_

Trainee

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLARE COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

**CLARE COUNTY COUNCIL**

**RETAINED FIRE-FIGHTERS**

\_\_\_\_\_ **Fire Brigade**

I, \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_

hereby undertake to carry out all lawful instructions given by my superior officers and to report for fires within a reasonable time after being summoned.

I further agree to attached Schedule A on Condition attached to Payment of Retainer Fees as well as to the attached Terms of Engagement of Retained Part-Time Fire-Fighters.

I shall adhere to Clare County Council Fire & Rescue Service Regulations for Fire Brigade Personnel.

If changing residence or the nature of my work prevents me from being available for Fire Brigade work I will resign from the service.

I accept that my employment is subject to satisfactory probation for one year subject to my qualifying in a breathing apparatus course and recruit training course in the same period.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## Note to each applicant for the post of Retained Fire-Fighter

### **Re : Position of Retained Fire-Fighter in Clare County Council**

I refer to the above.

In recent times applicants for the above post have come to interview without fully understanding the qualifications for the post. You should read through carefully and fully the Terms of Engagement prior to interview to ensure that you are fully aware of the demands of the post. Outlined below are some of the more onerous terms of engagement.

***GENERAL:*** *The employment is part-time and pensionable as per Department of Housing, Planning, Community & Local Government guidelines.*

***PROBATION:*** *From the date of commencement as a recruit fire-fighter, there shall be a period of 12 months during which the recruit fire-fighter shall be on probation. Such period of 12 months may be extended at the absolute discretion of the County Council. The recruit shall not become an operational fire-fighter at the end of the period of probation unless the County Council is satisfied that the fire-fighter has been satisfactory in all respects.*

***RESIDENCE:*** *A fire-fighter **must reside and work within 1.5 miles** or within a reasonable distance of the fire station of the relevant unit. On receipt of a fire or other emergency call they should be in attendance at the station within five minutes. (If changing residence or the nature or location of his/her work prevents him/her from carrying out this undertaking, he/she will resign from the service of the Fire Brigade).*

***AVAILABILITY:*** *Written evidence from the employer as to availability must be provided and the County Council in its sole discretion, shall decide as to whether the availability as so evidenced is acceptable; self-employed must also provide written evidence as to availability. Such written evidence must cover a candidates availability for initial training and for fire and other calls, drills, training and such other duties which the fire-fighter may be required by the County Council to perform.*

*Fire-fighters shall be available for duty at all times unless approved absence has been previously arranged with the Officer in Charge of the brigade. On the rostered week off fire-fighters may be required to be available for duty depending on the crewing levels that are available.*

*If the County Council deems a fire-fighter's attendance to be unsatisfactory, it may terminate the fire-fighter's service.*

Also attached find a questionnaire for your own benefit to prepare you for the type of person that is required to carry out the duties of a retained fire-fighter.

**Adrian Kelly,  
Chief Fire Officer**

## **A CAREER AS A FIRE-FIGHTER IS IT REALLY FOR YOU?**

We receive enquiries each year from men and women who want to be Fire-fighters. Our objective is to be fair to all applicants in our recruitment and selection. The following list of questions has been put together to help you decide whether being a Fire-fighter is really for you. It will help you to prepare yourself for your interview.

*Simply circle YES or NO to each of the following questions.*

Are you able to meet the demands of working in a disciplined uniformed service? Can you take orders from other people? Can you accept the need to keep to rules that tell you what you can and cannot wear and the standard of appearance you must maintain  
**No** **Yes**

Can you get on with people from different backgrounds and cultures?  
**No** **Yes**

Do you have the emotional strength to deal with a road traffic accident or other instances where there may be severe injuries or loss of life? **Yes** **No**

Can you work as part of a close knit team? Can you work under pressure without letting the rest of your team down? **Yes** **No**

Do you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive? **Yes** **No**

Can you take the responsibility for representing the Brigade when you are at work and *when you are not*? **Yes** **No**

Are you committed to maintaining and developing your skills? Are you prepared to study on top of your normal working day? **Yes** **No**

You should not suffer from aquaphobia (water), claustrophobia or vertigo?  
**No** **Yes**

Are you committed to maintaining your health and physical fitness? Is regular exercise a part of your everyday life? **Yes** **No**

Are you prepared to be available for call-outs day and night, evenings, weekends and public holidays? **Yes** **No**

Are you a practical person who likes to work with their hands and with equipment? Do you enjoy making things or finding out how things work? **Yes** **No**

Are you someone who can always be relied on to be somewhere on time? Are you someone that others see as dependable? **Yes** **No**

Are you prepared to work outside in all types of weather, even if you are wet and cold and you don't know when a job might finish? **Yes** **No**

Are you someone who can cope with routine, knowing that you may have to do the same things at the same time on most days, with the frustration of sudden interruptions to your routines? **Yes** **No**

If you answered yes to the above, can you give good examples to back your answers up?

***Note: This form is for your use only. Do not send it back to us. You may, however, wish to retain it and bring it with you to interview.***

<b>Checklist for applicants prior to submitting completed application form.</b>
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### **CHECKLIST**

Please check that you have completed / provided / noted the following:

1. Fully completed application form (x4).  
**Hard copies only, applications are not accepted by e-mail.**
2. Check that you have signed and dated the completed application form.
3. Copy of full drivers license (x4)  
(Not original – original will be required prior to any appointment)
4. Provided a copy of documentary evidence in respect of any qualifications required/claimed (x4).  
(Not original(s) – original(s) will be required prior to any appointment)
5. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
6. All information must be provided on the formal application form. Additional information provided via Letter, Curriculum Vitae, etc. **will not** be considered (unless specifically requested).
7. Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest time for acceptance. **The responsibility rests with the applicant to ensure that the application form, in full (x4), is received on time by the Human Resources Department of Clare County Council.**
8. Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of Postage is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
9. Please notify the Human Resources Department of any change of address.
10. **Applications can be submitted within the deadlines advertised via the following:**
  - An Post or any other delivery courier.
  - Delivery to the Customer Service Desk or Human Resources Department, Áras Chontae an Chláir.
  - Delivery to the post box at the front of Áras Chontae an Chláir.**E-mail applications will NOT be accepted.**
11. Four (4) hard copies of applications with attachments (x 4) must be sent to:  
Human Resources Officer, Clare County Council, Áras Chontae an Chláir, New Road, Ennis, Co. Clare.  
Closing date for receipt of completed applications in the Human Resources Department, Clare County Council is **4.00 p.m. on Wednesday 19<sup>th</sup> December, 2018.**
12. Applications received after the closing date and time will not be considered.

**If these requirements are not met, applications will be deemed invalid and therefore ineligible to proceed any further in the recruitment process.**

### **Your right to appeal :**

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. In this regard, Clare County Council will automatically forward the marks awarded to you at interview and comments made by the Interview Board.

The Council will consider appeals in relation to eligibility, short-listing and final decisions of interview boards. Such appeals must be made by candidates in writing within **7 working days** of notification of the relevant decision. On receipt of an appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

### **General Data Protection Regulation :**

#### 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 Clare Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including e-mail 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 for, with a designated short-listing 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 which 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, Clare County Council will not be able to progress your application form for the competition for which you are applying.

Clare County Council's privacy statement can be accessed at [http://www.clarecoco.ie/\[info\]/privacy-statement/](http://www.clarecoco.ie/[info]/privacy-statement/).