

Please enclose a passport size photo (signed on the back)



Comhshaol, Oidhreacht agus Rialtas Áitiúil  
Environment, Heritage and Local Government

**APPLICATION FORM FOR TEMPORARY EDUCATION GUIDE  
NATIONAL PARKS & WILDLIFE SERVICE, EASTERN DIVISION  
WICKLOW MOUNTAINS NATIONAL PARK & KNOCKSINK WOOD NATURE RESERVE**

*Please complete all applicable sections in **block capitals**. All applications will be assessed and may be short-listed based on the information provided on this form. Please give **clear and specific** answers to all questions where requested.*

**1. NAME AND CONTACT DETAILS**

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

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

**Contact Telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_  
(Or number where message can be left)

**E-mail (if available)**  
\_\_\_\_\_

**FULL DRIVING LICENCE** please tick yes  no

**IMPORTANT: A full, clean licence is essential to this position and applicants who do not hold one will not be considered. You will be required to bring your licence with you, should you be called for interview.**

**2. EDUCATIONAL DETAILS:**

<i>School, College or Institution</i>	<i>Course or Qualification and Grade achieved</i>	<i>Year Completed/to be Completed</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. LANGUAGE PROFICIENCY**

Fluency in English (please tick yes or no)    Yes     No

Please list any other languages you speak and state your level of competency under one of the following levels: Fluent, Conversational or Basic

OTHER LANGUAGE(S)	COMPETENCY
_____	_____
_____	_____
_____	_____
_____	_____

**4. PLEASE INDICATE IF YOU HAVE QUALIFICATIONS IN ANY OF THE FOLLOWING:**

COURSE	TITLE OF QUALIFICATION & YEAR OBTAINED
ENVIRONMENTAL SCIENCE	
ZOOLOGY	
NATURAL HERITAGE	
ECDL OR OTHER COMPUTER COURSE	
FIRST AID CERTIFICATE <sup>1</sup>	
MOUNTAIN SKILLS	
CHILD PROTECTION	

<sup>1</sup> A First Aid certificate must be valid, i.e. it must have been issued within two years from the date of this application

**If you have ticked any of the above courses, you must supply documentary evidence in support of your qualification(s) by enclosing copies of degrees, diplomas, certificates etc with your completed application.**

**5. PREVIOUS AND CURRENT EMPLOYMENT, IF ANY**

(Please state if on Public Service career break or leave of absence)

<i>Employer</i>	<i>Period of Employment</i>	<i>Position held</i>	<i>Reason for leaving</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**6. PLEASE GIVE DETAILS OF ANY GUIDING OR TEACHING EXPERIENCE YOU HAVE. Please state where you worked as a guide, the duties you undertook and the duration of your guide employment.**

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\_\_\_\_\_

**7. PLEASE GIVE CLEAR DETAILS OF WHEN YOU DEMONSTRATED CUSTOMER SERVICE SKILLS. For example, what was the nature of the customer service that you provided? Outline any difficulties you encountered in providing this service and explain how you overcame these difficulties.**

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**8. PLEASE GIVE CLEAR DETAILS OF WHEN YOU DEMONSTRATED TEAMWORK ABILITIES e.g. what role did you play.**

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**9. PLEASE GIVE CLEAR DETAILS OF WHEN YOU DEMONSTRATED COMMUNICATION SKILLS and/or PUBLIC SPEAKING SKILLS.**

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**10. PLEASE RATE YOUR KNOWLEDGE OF NATURAL HISTORY UNDER EACH OF THE FOLLOWING HEADINGS:**

	EXPERT KNOWLEDGE <sup>1</sup>	READERSHIP KNOWLEDGE <sup>2</sup>	BASIC KNOWLEDGE <sup>3</sup>
ORNITHOLOGY			
ZOOLOGY			
BOTANY			
GEOLOGY			
OTHER NATURAL HISTORY (please state)			

<sup>1</sup> Expert knowledge implies a qualification in the subject and/or membership of associated organisations and/or participation in associated hobbies

<sup>2</sup> Readership knowledge implies an extensive reading of the subject and regular viewing of TV programmes on the subject

<sup>3</sup> Basic knowledge implies a limited general knowledge of the subject

**11. PLEASE LIST ANY HOBBIES OR INTERESTS YOU HAVE THAT YOU THINK MAKE YOU SUITED TO THE ROLE OF AN EDUCATION GUIDE**

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**12. IN THE EVENT OF BEING CALLED FOR INTERVIEW, WILL YOU REQUIRE ANY SPECIAL FACILITIES?**

Yes  No

**If you would require special facilities at interview (e.g. wheelchair access, sign interpreter, etc.) please specify the facilities required.**

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**13. REFEREES**

**Please submit contact details of two referees. Referees should not be related to you and should ideally be present or previous employers if you are or were previously employed.**

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Phone No.: _____	Phone No.: _____

Have you any objection to us contacting either of these referees without any further reference from you?

Yes  No

*Please note that referees will only be contacted if you are successful at interview.*

**14. DECLARATION**

I certify that the above details are correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FREEDOM OF INFORMATION DECLARATION

NOTE: Applicants should note that some or all of the information contained in this application may be released subject to the terms of the Freedom Of Information Act, 1997.

If any of the information in this application is considered sensitive, please identify same and specify in writing the reasons for its sensitivity. The Department will consult with you about sensitive information before making a decision on any Freedom of Information request received.

**Please do not send a curriculum vitae.** This application form with a signed passport-size photograph, should be posted or emailed to:

Lily McEvoy,  
Personnel Section  
Department of the Environment, Heritage & Local Government  
Newtown Road  
Wexford

Tel: (053) 911 7453

**Email: [lily.mcevoy@environ.ie](mailto:lily.mcevoy@environ.ie)**

*Return your completed application by 5pm on **Friday 17<sup>th</sup> September 2010.** Application Forms sent by fax will **NOT** be accepted.*