

INFORMATION BOOKLET FOR CANDIDATES

**CLERICAL POSITIONS**  
**IN THE PASSPORT OFFICE,**  
**EMBASSY OF IRELAND, LONDON**

## **1. INTRODUCTION**

The Passport Office, Embassy of Ireland, London requires a small number of temporary clerical staff for a period of approximately 26 weeks between March and September 2016 to fill seasonal vacancies.

Candidates who wish to be considered **must** be available for the full duration of the contract offered. Extended holiday plans during this period will affect your possible assignment.

**Candidates should note that it is not envisaged that these positions will lead to permanent positions.**

## **2. THE ROLE**

The Passport Office deals with passport applications sent by post or submitted at the public counter. The passport system is fully automated and clerical staff assigned to the Passport Office will be expected to possess good office/clerical/ICT skills. Staff are expected to work well under pressure; providing a high quality, professional, courteous and efficient service in a high-profile customer facing role.

Successful candidates may be assigned to work in some or all of the following areas:

- Documentation: where all applications are opened and scanned onto the computer system.
- Entitlement: where passport applications are checked for passport entitlement.
- Public counter: where passport applications are accepted and where advice is given to applicants regarding entitlement, the status of applications, and general passport enquiries.
- Customer Care: advice to customers concerning the status of their applications or on general passport matters. This area also handles the distribution of application forms.
- Dispatch: dealing with issuing of passports and return of documentation to customers.
- Postal duties: sorting, franking and dispatching post.

If appointed, tasks may include, but are not limited to:

- General clerical duties e.g. filing, photocopying, handling telephone calls, dealing with e-mails, sending application forms, etc;
- Supporting line-managers and colleagues;
- Working as part of a team in delivering passport related services;
- Dealing with the public/customers e.g. responding to queries and providing information;
- Use of Information Technology e.g. word processing, spreadsheets, database, e-mail and internet.

### **3. ELIGIBILITY**

Candidates must satisfy all criteria to be eligible to enter this competition:

#### **Age**

Applicants must, on or before 1 February 2016, be at least 18 years of age (i.e. born on or before 1 February 1998).

#### **Citizenship Requirements**

Applicants must have an unrestricted right to reside and work in the UK.

#### **Educational Requirements**

A minimum of A Levels, Leaving Certificate or equivalent is required.

#### **National Insurance Contributions**

Applicants must hold a National Insurance Number.

#### **Security Clearance**

Applicants must be in a position to provide recent CRB/DBS certificates if offered the post. Successful candidates that do not have a recent CRB/DBS certificate must apply and be able to provide one within a short time frame before taking up duty.

#### **Health & Character**

Those under consideration for a position will be required to complete a health and character declaration. Candidates should be of good character and a reference will be required. Some posts will require special security clearance and will require completion of a form for Garda/Police vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts.

#### **Incentivised Retirement / Redundancy Schemes in the Irish Public Service**

Candidates should note that persons who have availed of recent Incentivised Early Retirement or Voluntary Redundancy Schemes in the Irish public service are not eligible to take part in this competition. Applicants will be required to complete a declaration confirming to this effect. Applicants will also be required to declare any entitlements to an Irish public service pension benefit (in payment or preserved) from any other Irish public service employment and/or where they have received a payment-in-lieu in respect of service in any public service employment.

### **4. SELECTION PROCESS**

#### **STAGE 1 – APPLICATION FORM**

Stage 1 of the Selection process will comprise of short listing candidates based on the criteria set out in the application form. Candidates will be ranked on the outcome of the short listing and may be called to Stage 2 in accordance with their ranking.

## **STAGE 2 - INTERVIEW**

Should you be invited to Stage 2 of the selection process you will be required to verify and in some cases provide documentary evidence confirming responses provided in the application form.

### **5. TERMS AND CONDITIONS**

Successful candidates will be based at the Irish Passport and Visa Office, 114A Cromwell Road, London SW7 4ES.

The gross salary will be £364.64 per week. The payment of Income Tax and National Insurance in accordance with liability under UK law is the candidate's personal responsibility and all employees are required to register with HMRC as appropriate. The Embassy provides HMRC with a list of all locally employed staff on a regular basis.

Candidates should note that salary will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Irish Government pay policy.

These are full time positions, and successful candidates must be available to work 37.5 hours per week, Monday to Friday between the hours of 9.00am and 5.00pm.

### **6. Candidates' Obligations**

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment

### **7. Confidentiality**

Applications will be treated in strict confidence, in accordance with the relevant Data Protection provisions under UK law.

### **8. Short listing and Interview**

Short listing of candidates is expected to take place during the week of Monday 1 February 2016, with interviews taking place shortly thereafter.

Candidates for interview must make themselves available on the date and time allocated.

## **9. General**

### **Deeming of candidature to be withdrawn**

Candidates who do not complete and submit the Application Form before the specified date or do not attend for interview where requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Expenses**

Candidates will be responsible for any expenses incurred in connection with their candidature.

### **Referees**

Please include the profession and job title of referees. The referee may not be a relative.

## **11. Submitting an Application Form**

Completed Application Forms (original and 2 copies) should be returned by post or delivered in person to: **The Embassy of Ireland, Passport Office, 114A Cromwell Road, London SW7 4ES**, to arrive there **before 5.00 pm on Friday 29 January 2016.**

The outside of the envelope should be clearly marked “**CO Competition**”. Applications received after the closing date and time will not be considered.

Application forms will be accepted in hard copy only (not by e-mail, on disc, etc).

Any further correspondence will be via e-mail. The e-mail address for this competition is [tcocomp\[at\]dfa\[dot\].ie](mailto:tcocomp[at]dfa[dot].ie). Application forms will **not** be accepted to this e-mail address.

It is expected that the successful candidates will be appointed on a phased basis from early March onwards.

Candidates must be available both for interview and to start work at short notice

The Embassy of Ireland is committed to a policy of equal opportunities. **Canvassing will disqualify.**

**Embassy of Ireland  
January 2016**