

Candidate Information Booklet



2553205

GARDA TRAINEE 2025

An Garda Síochána



Closing Date: 3pm on Thursday 27th February 2025



WHY JOIN AN GARDA SÍOCHÁNA?

When considering if a career in An Garda Síochána is for you, it is worth being informed about the remuneration and benefits that come with the role:



ENTRY AGE LIMIT
INCREASED TO
50 YEARS

TRAINING, LEARNING AND DEVELOPMENT

- As a trainee you will undergo the Foundation Training Programme, the initial training and development programme that incorporates the training required to perform the role and functions of a Garda in an efficient and effective manner.
- The programme incorporates a Level 7 Bachelor of Arts Degree in Applied Policing, accredited by the University of Limerick, containing three phases of training.
- Upon successful completion of phase one, Garda Trainees become sworn members of An Garda Síochána (this is called attestation) and commence their probationary period (normally two-years from attestation) in accordance with the provisions of the Admissions and Appointments Regulations.
- You will receive further training, tailored to the requirements of your specific role throughout your career.

PAY

- Garda Trainees will receive an allowance of €354 per week for the 36 weeks of training.
- Accommodation and food is provided while resident in the Garda College from Sunday to Friday.
- Garda Trainees attest after 36 weeks and move to the first point of the Garda Incremental pay scale of €37,311 (As of 1st October 2024), rising incrementally to €57,985 per annum after 8 years. Two further increments are applied after 13 and 19 years' service respectively.
- Gardaí Trainees will be assigned to work the core shift roster (12-hour), which attracts additional allowances.
- Gardaí will have the opportunity to work on overtime, which is paid at a rate of time and a half, unless worked on a Sunday/public holiday, which is paid at double time.

ANNUAL LEAVE/ SICK LEAVE

- Upon moving to phase II (after attestation), Garda Trainees get 29.5 days paid annual leave per year inclusive of public holidays and Good Friday, with a pro rate entitlement for periods of service less than one year.
- For Gardaí on operational duties, public holidays and Good Friday are to be regarded as normal working days except where they happen to be rostered as rest days.
- There are flexible working options available throughout your career (approval of management required).
- After three months training, sick leave provides full payment of your weekly training allowance for a period of up to four weeks may be allowed. The amount of any benefits payable under the Social Welfare Acts is deducted from the payment during illness.

OTHER BENEFITS

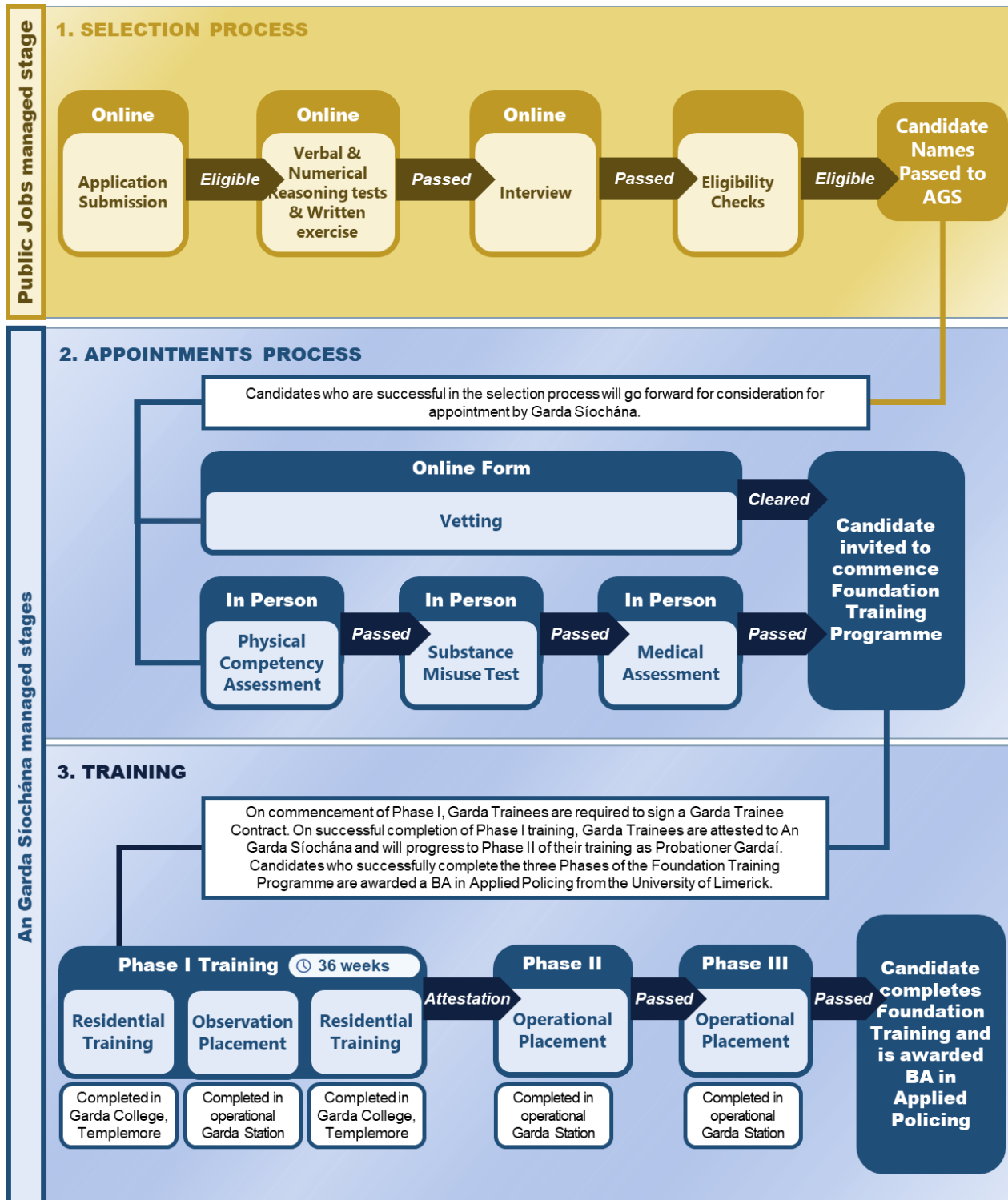
- Fast Accrual (Uniformed) members pension\ scheme – allows you to build up pension benefits at a higher rate each year.
- There are numerous Garda societies and club which facilitate the pursuit of healthy leisure activities, including sports clubs facilitated by a network of sports representatives.
- Comprehensive wellbeing supports and access to the Doctors of Choice GP scheme (GP consultation fee is covered by An Garda Síochána).
- Access to Garda Credit Unions.
- Medical Aid scheme.
- Paid maternity leave.
- On attestation, Gardaí are assigned to a regular unit working the Core Roster comprising of 4 days on/4 days off. The hours of duty are made up of two tours commencing at 7am to 7pm, followed by two tours of 7pm to 7am.

Competition Overview

The recruitment process for An Garda Síochána is made up of multiple stages:

1. Application Process - carried out by the Public Appointments Service (referred to as publicjobs in this booklet);
2. Selection Process – carried out by publicjobs;
3. Appointments Process – carried out by An Garda Síochána; and
4. Foundation Training Programme – delivered by An Garda Síochána.

An overview of the stages that you will go through is illustrated in the following graphic:



Click the [link attached here](#) to watch a video showcasing a day in the life of a Garda Trainee.

Introduction

We appreciate that applying for this role is a significant decision, and we want to ensure that the process is as smooth and informative as possible. We understand that you might have some questions before you start your application, **so please take some time to read through the below information.**

After reviewing this Booklet, if you have any further questions in relation to the selection process, please contact publicjobs or if your query relates to the appointments process, please refer to careers section of the www.garda.ie website or contact the An Garda Síochána Appointments Office at Trainee2025@garda.ie. Relevant contact details are included on page 27 of this information booklet.

At publicjobs and An Garda Síochána, we are deeply committed to fostering an inclusive environment where diversity is celebrated and all individuals are treated with respect and fairness. Our policy of Equality, Diversity and Inclusion ensures that every candidate has an equal opportunity for success.

publicjobs and An Garda Síochána will run this process in compliance with the relevant Code of Practice prepared and published by the Commission for Public Service Appointments (CPSA) and are available on www.cpsa.ie.

We are committed to fostering an inclusive, diverse and equitable workplace, and therefore, we encourage candidates from a variety of backgrounds to apply.

Why Join An Garda Síochána?

An Garda Síochána is the national police and security service of Ireland with a mission of “**Keeping People Safe**”.

Joining An Garda Síochána offers an exciting opportunity to be part of a dynamic and innovative team. This role and the personal impact you will have on people and the community will give you a sense of achievement like nothing else.

You will be part of something meaningful and have the opportunity to make a change. You will work in a supportive, digitally enabled environment that is unique.

Determining Eligibility Requirements

Entry as a Garda Trainee to An Garda Síochána is governed by the following regulations (or any amendments to those Regulations over the duration of the campaign):

[Garda Síochána \(Admissions & Appointments\) Regulations, 2013](#) as amended by the: [Garda Síochána \(Admissions and Appointments\) \(Amendment\) 2020 \(Statutory Instrument 602 of 2020\)](#); [Garda Síochána \(Admissions and Appointments\) \(Amendment\) Regulations 2021 \(Statutory Instrument 757 of 2021\)](#); and, [Garda Síochána \(Admissions and Appointments\) \(Amendment\) Regulations 2023 \(Statutory Instrument 611 of 2023\)](#).

Candidates should be aware that the above Regulations may be subject to amendment or replacement while this competition is ongoing due to the commencement of the Policing, Security and Community Safety Act 2024 and the coming into force of associated secondary legislation. Please note that in the event of such amendment or replacement, candidates' conditions for entry and eligibility will be subject

to the new Regulations.

Candidates who do not possess the essential requirements by the closing date for receipt of applications and who proceed with their application will not be eligible to be selected or offered a position.

Eligibility may be assessed at multiple stages of the process. An invitation to test, interview or complete any element of the selection/appointments process is not acceptance of eligibility by publicjobs and/or An Garda Síochána. Candidates' qualifications/eligibility may not be confirmed until the latter stages of the selection/appointments process.

Before you apply for this competition, please ensure that you meet the eligibility criteria set out below. If you do not meet these eligibility criteria, your application will not be processed.

Please note that the onus is on candidates to provide documentary evidence that they continue to meet the eligibility requirements throughout the process and to update publicjobs and An Garda Síochána of any changes that might impact their eligibility.

An overview of the eligibility criteria that candidates must meet to apply for admission as a Garda, and for entry to the competitive selection process organised by the publicjobs, is outlined below. However, for the detailed admissions and eligibility requirements, candidates should refer to those requirements as set out in the Regulations referenced above.

By the closing date for this competition, you must:

Age	Character
<p>You must have attained the age of 18 and be no more than the age of 49 by the end of the application deadline.</p>	<p>You must be of good character. Any criminal history or/and involvement with An Garda Síochána will be considered during the vetting process.</p>
Nationality	Education
<p>You must be: A. A national of a European Union Member State; <u>or</u></p>	<p>By the closing date of this competition, you must have obtained the following:</p>



<p>B. A national of a European Economic Area State, the United Kingdom of Great Britain and Northern Ireland or the Swiss Confederation; <u>or</u></p> <p>C. Under the International Protection Act, 2015 and in compliance with the Admissions and Appointments Regulations 2013, as amended, be:</p> <p>i. A refugee or a family member of such a person in relation to whom a refugee declaration is in force and continues to be in force for the entire duration of the Garda Recruit selection and admissions process; or</p> <p>ii. A person granted subsidiary protection or a family member of such a person in relation to whom a subsidiary protection declaration is in force and continues to be in force for the entire duration of the Garda Recruit selection and admissions process; or</p> <p>iii. By the closing date of the advertisement of this competition, have had a period of one year's continuous residence in the State, and during the eight years immediately preceding that period, have had a total residence in the State amounting to four years.</p>	<p>1. An Irish Leaving Certificate with a grade D3 or O6 minimum in five subjects at Ordinary Level*; <u>or</u></p> <p>2. A minimum of a Level 5 Major award (120 Credits) on the National Framework of Qualifications (NFQ); <u>or</u></p> <p>3. A recognised qualification (at Level 5 or greater), deemed comparable to the above in terms of both level and volume of learning as determines by Quality and Qualifications Ireland (QQI).</p> <p><u>AND</u></p> <p>4. A proven proficiency in either or both of the following:</p> <p>i. The Irish language</p> <p>ii. The English language</p> <p>Please note:</p> <ul style="list-style-type: none">• Successful applicants are required to study <u>and pass</u> Irish as part of a module in the Garda College.• Subjects taken at Foundation Level Leaving Certificate are not considered equivalent for entry to this competition. In certain cases, a Pass in the Applied Leaving Certificate may be deemed equivalent to an Ordinary Leaving Certificate. A H7 grade is also deemed equivalent to an O6 grade.• publicjobs may verify the validity of qualifications other than the Leaving Certificate with Quality and Qualifications Ireland (QQI). Candidates may refer to the <u>National Academic Recognition</u>
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	Information Centre which offers advice on the academic recognition of foreign qualifications in Ireland
Employment Status	Medical Standards
You must have relinquished all previous employment prior to entry to the Garda College and may not be on a career break from any such employment upon entry.	You must be certified by a Registered Medical Practitioner (nominated by the Commissioner after consultation with the Minister) to be in good health, of sound constitution and suited physically and mentally to performing the duties of a member of the service.
Physical Competence Assessment	Substance Misuse Test
You must have passed a Physical Competence Assessment before entering the Garda College to start training.	You must have passed a Substance Misuse (Controlled Drug) Test to the satisfaction of the Commissioner of An Garda Síochána.

Overview

The competition for the selection of Garda Trainees attracts a very high number of applicants. As such, the selection process to become a Garda Trainee is comprehensive, with candidates required to undertake a range of relevant assessment tests and exercises over a number of stages. The numbers called forward to each stage of selection will be determined from time to time, having regard to the number of places to be filled in the Garda College.

publicjobs will conduct the initial selection stages on behalf of the Garda Commissioner. Names and details of candidates who are successful and are placed on the order of merit following the selection stages conducted by publicjobs, will be forwarded to An Garda Síochána for consideration for appointment.

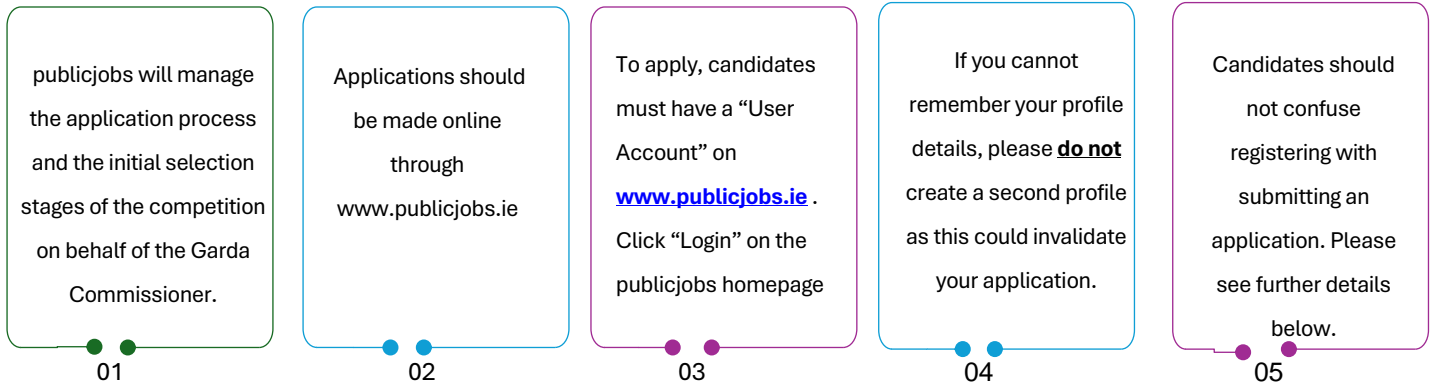
Neither An Garda Síochána nor publicjobs will be responsible for any expenses incurred by candidates in relation to the recruitment process.

The Application Process

Policing is a unique and challenging vocation and the selection process is comprehensive. Therefore, we encourage you to complete the [job preview self-assessment](#) (included at Appendix A) to make sure that this career is the right fit for you before you apply. The questionnaire is an invaluable tool and

offers insights into the reality of the role.

Applying for the role:



Once you have created a Profile you must then **access the application form** (click on the button "Apply Now" to access the application form which can be found at the end of the job posting page), **complete and submit it**. Only fully completed applications, submitted by the closing date, will be accepted. Only one application per person is permitted.

Username/Password issues

Forgotten your username or password?

If so, click on the following link:

<https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do>

How to contact publicjobs?

If you continue to have 'User Name' or 'Password' difficulties please email publicjobs at GardaTrainee2025@publicjobs.ie outlining your issue and giving your name and contact details, including a telephone number, where you can be reached. Candidates should note that support will only be available during office hours until the closing date.

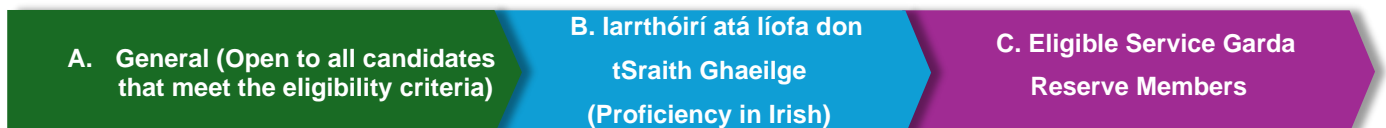
- Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. publicjobs will only communicate application information with the candidate and not with any third party.
- Candidates must use the same email address for the end-to-end recruitment process, with both publicjobs and An Garda Síochána.
- It is important that you keep note of your username and password as you will need this information to access your publicjobs message board.
- Should you change your email address or mobile phone number during this recruitment competition, you should login to your publicjobs account and update your profile as soon as

possible. If it becomes necessary to send an email/text message notification to you, this will be sent to the email address/telephone number on your profile.

- Interaction with candidates during the selection process will primarily be conducted online. publicjobs will send most communication through your publicjobs message board. Check your message board on a regular basis as email notifications of updates/tests issued to your message board may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of Gmail). You are also advised to check all these folders regularly.
- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by publicjobs. If you do not attend on the specified date/time you will be deemed withdrawn from the competition unless you have notified publicjobs of a specific reason why you cannot attend and are requesting an alternative date/time. Documentary evidence may be requested before an alternative date/time is considered.
- publicjobs accepts no responsibility for communication not accessed by an applicant. They must ensure that they regularly check their publicjobs message board and access all communications from publicjobs.
- Once you have submitted your application form, **you should return** to your publicjobs account and confirm that it has been successfully submitted via 'My Applications'. At this point you should consider adding www.publicjobs.ie to your safe senders or contact list within your email account to avoid not receiving emails because a publicjobs email has been blocked.
- The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that publicjobs or the Garda Commissioner is satisfied that such a person fulfils the requirements.

Application Streams

As part of this recruitment competition there will be three application streams:



If eligible, candidates may opt to apply for one or more streams. ***The onus is on the candidate to select the correct competition stream(s).***

B. Iarrthóirí atá líofa don tSraith Ghaeilge (Applicants with proficiency in the Irish language)

Tá Coimisinéir An Gharda Síochána agus An Garda Síochána tiomanta go hiomlán dá ndualgais faoi Acht na dTeangacha Oifigiúla (Leasú), 2021, a chomhlíonadh. Is féidir le daoine a bhfuil cumas acu sa

Ghaeilge agus a chomhlíonann na critéir cháilitheachta a leagadh amach a chur in iúl gur mhaith leo dul faoi mheas do shruth speisialtachta Gaeilge ar an bhfoirm iarratais.

Beidh ar iarrthóirí a léiríonn spéis sa sruth seo agus a fhaigheann cuireadh chuig na céimeanna deiridh den phróiseas roghnaithe agallamh atá bunaithe ar inniúlachtaí a dhéanamh trí mheán na Gaeilge sula gcuirfear faoi mheas iad do phost den chineál seo. Ní mór dóibh an caighdeán riachtanach a bhaint amach sa Ghaeilge san agallamh seo, .i. . a léiriú go bhfuil Leibhéal B2, ar a laghad, bainte amach acu ar chreat féinmheasúnaithe Europass. Ní mór d'iarrathóirí a cheaptar ón sruth seo a bheith in ann réimse iomlán seirbhísí a sholáthar trí Ghaeilge. Má éiríonn leo, cuirfear iarrthóirí ag obair i gceantair Ghaeltachta ar feadh tréimhse, de réir mar a shocróidh Coimisinéir an Gharda Síochána.

C. Eligible Service Garda Reserve Members

In recognition of the fact that Reserve Gardaí have undergone training in many of the skills required to perform their duty as valued members of community policing or regular units, a separate application stream is open to serving Reserve Gardaí.

To be eligible for this stream, candidates must have:



Completed their
Probationary period



Performed their role to
a satisfactory standard.



Served a minimum of 120
hours per year for two of
the last four claim years.



Fulfil the Conditions for
Entry set out in this
Booklet.

Eligible applicants should apply in the usual way and indicate on the application form that they wish to apply for the Serving Garda Reserve Stream. In order to be considered for the Serving Garda Reserve Stream, when completing your application form you must include:

1. Reserve Garda Registration Number; and
2. Division in which you are currently serving.

Applicants must be a serving Garda Reserve member at the time of appointment as a Garda Trainee to continue to be eligible under the Garda Reserve Stream. Applicants who are no longer a member of the Reserve Garda will not be eligible to be offered an appointment from this Stream.

You will also be required to complete an additional verification form at the time of appointment.

Closing Date

The closing date and time for receipt of completed applications is **3pm on Thursday 27th February 2025**. The onus is **on you** to ensure that you have correctly submitted a completed application form **as any requests to submit an application after the closing time/date will not be considered**.

If you do not receive acknowledgement of receipt of your application within two working days of applying, **please check your Junk/Spam folders as email notifications may be filtered into these email folders (or “Promotions” in the case of Gmail)**. If the acknowledgement is still not received, please email GardaTrainee2025@publicjobs.ie including your name, candidate ID and contact details. Candidates should note that support will be available during office hours until the closing date.

Selection Process

publicjobs will conduct the initial stages of recruitment in conjunction with An Garda Síochána. Names and details of candidates who are successful following the selection stages will be forwarded on to An Garda Síochána for consideration for appointment.

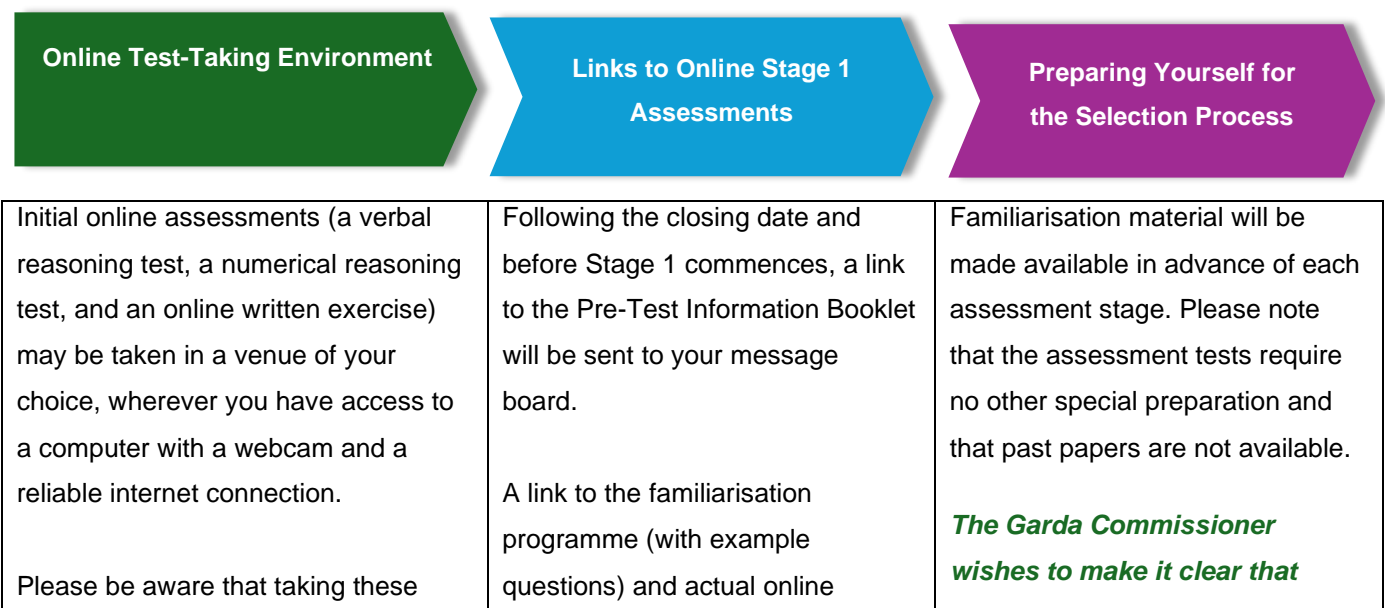
The Selection Process is broken down into three stages as detailed below. Detailed information on each stage will be made available at the appropriate time to candidates being invited to that particular stage of the process.

All eligible candidates who have successfully applied for this competition will be invited to complete a number of **online assessments**, that will be remotely proctored via webcam. The assessments can be taken at any time during the testing window within a secure IT network.

The online assessments will be available in a range of languages. Familiarisation material, including some practice examples, will be provided to you before you take the assessments.

Candidates will be placed on an order of merit based on their assessment scores.

We advise candidates to take note of the following considerations in advance of completing the online assessments:



<p>tests within a secure IT network e.g. a network such as your work or college that may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking the tests in your home environment, where access to the internet is not restricted.</p> <p>Candidates should ensure that they can complete the tests in a quiet environment where they can concentrate without being disturbed for the duration of the tests.</p> <p><i>The onus is on you to ensure that you have full internet access to complete the tests.</i></p>	<p>assessment tests will be sent to candidates' message boards in advance of the test-taking window.</p> <p>It is anticipated that this link will be sent during March 2025. This link will allow you access the testing platform in advance of the live testing and to all the assessments during the live testing window.</p>	<p><i>neither publicjobs nor An Garda Síochána have a function or involvement in the provision of, and do not endorse, any preparation courses relating to the selection process for the role of Garda Trainee.</i></p>
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Candidates who are successful at Stage 1 will be invited to complete an **interview**, carried out remotely via Zoom. Interviews are envisaged to be held between April and June 2025. Further information will issue to candidates during the process. The methods of assessment to be used may need to be reviewed during the course of this competition and may include any other assessment tests/exercise as deemed appropriate. As such it is strongly advised that each candidate reviews any communication or familiarisation sent to your publicjobs message board prior to the commencement of each stage. More detailed information in relation to the selection methods and confirmed dates will be made available to candidates as they progress through the process.



Timeline of the Garda Trainee Selection Process

Note

As outlined, Stages 1 and 2 of the selection process will be conducted by publicjobs with Stage 3 being conducted by An Garda Síochána. Candidates who qualify and meet the eligibility requirements following interview will go forward for consideration for appointment by An Garda Síochána. Please note that candidates may be afforded the opportunity to book their PCA and Medical Assessment in advance of Stage 3.

As candidates progress through the various stages/elements of the selection and appointment process, they should make themselves available for any dates communicated to them as it may not be possible to reschedule.

It is envisaged that successful applicants from this campaign may be considered for intakes into the Garda College during 2025 and 2026. If successful, An Garda Síochána will offer you a place in the next available intake. Deferrals will only be accommodated in exceptional circumstances.

Selection Process

Candidates with Disabilities

publicjobs and An Garda Síochána are committed to equality of opportunity for all candidates. publicjobs has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition.

Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Any information you disclose will only be used to establish whether reasonable accommodations can be provided in order to assist you to progress in the competition. Your disability and/or adjustments will be kept entirely confidential.

Should you be successful, the disclosure of a disability for this stage of the process will not be passed onto An Garda Síochána unless you request that we do so.

If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report to asu@publicjobs.ie.

The purpose of the report is to provide publicjobs with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

These reports must be forwarded to the Assessment Services unit by close of business on **27th February 2025**. **You should email a scanned copy** of the report to asu@publicjobs.ie.

If you have previously applied for a competition with publicjobs and submitted a report, please email asu@publicjobs.ie to confirm that your report is still on file.

If you would like to talk about your application or any accommodations that may be of benefit during the recruitment process, please contact our Disability Champion, Amanda Kavanagh, at amanda.kavanagh@publicjobs.ie. For further information on the accessibility of our service please see our Accessibility page.

Any requests for reasonable accommodations prior to the commencement in the Garda College must be made in writing by the candidate to The Appointments Office, Garda Headquarters, Phoenix Park, Dublin 8 or by email to Appointments@Garda.ie. Such applications must be accompanied with supporting medical or appropriate psychological reports. The purpose of the report is to provide An Garda Síochána with information to act as a basis for determining reasonable accommodations where appropriate.

Please note that in addition to the above, candidates that are successful in the selection process are required to fully disclose their medical circumstances at the pre-employment medical stage.

Appointments Process

Candidates who are successful in the Selection Process will go forward for consideration for appointment by An Garda Síochána. The Appointments Process is broken down into the below four elements and more detailed information will be provided as the process progresses:



Physical Competence Assessment

All successful applicants at selection stage will undergo a Physical Competence Assessment (PCA) as part of the recruitment process. Applicants are required to be aerobically fit upon application to safely undergo training, and to subsequently carry out the duties assigned to them as a Garda Trainee.

Substance misuse (Controlled Drug) Test

If you are successful at your PCA, you will be asked to provide a hair specimen (minimum length 3cm) for Substance Misuse (Controlled Drug) testing on the same day. An Garda Síochána reserves the right to perform your Substance Misuse Test with a urine sample in exceptional circumstances.

It is mandatory for all candidates to participate in the testing process and any refusal to do so and/or any positive result as a consequence of testing will result in no further advancement in the competition.

If you have previously failed the Substance Misuse Test you may apply again for the Garda Trainee after a reasonable period of time. However, you will be required to show evidence (including documentation) of a substantial change in your circumstances through measures such as treatment, counselling and changes in lifestyle (including your network of influence) which gave rise to this detected prohibited behaviour. It is envisaged for any such changes to become permanent could take a period of in or around two years depending on the circumstances.

Medical Assessment

You will also be required to undergo a detailed medical assessment by a Registered Medical Practitioner, nominated by the Commissioner of An Garda Síochána. General medical requirements

are as follows:



A good standard of general mental and physical health (full disclosure of medical history is necessary and shall be reviewed as part of the medical assessment).



Weight within normal (non-underweight and non-obese) limits (ideal BMI is 18.5 to less than 25). Persons whose BMI is outside these parameters shall be assessed with additional validated indicators to inform a decision on whether they satisfy medical requirements.

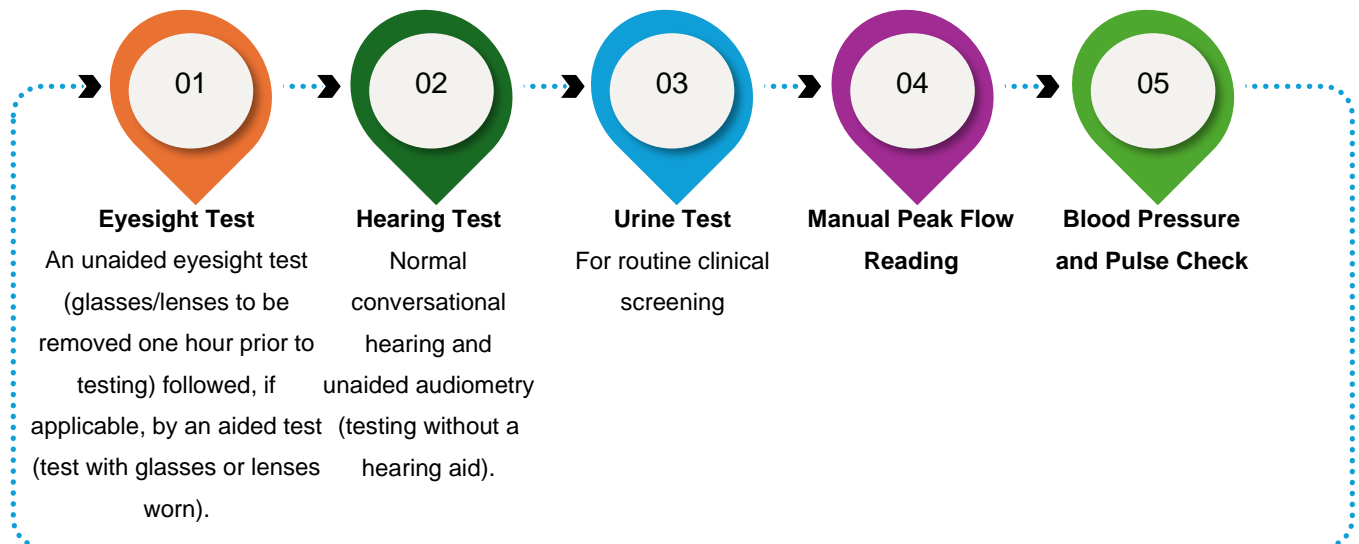


Eyesight – good levels of vision (minimum unaided distance visual acuity of 6/18 in either eye correctable to 6/9 or better in worse eye). The binocular visual acuity must be 6/7.5 or better whether unaided or aided.



Hearing – good levels of conversational hearing without a hearing aid and normal hearing thresholds in each ear on audiometry testing without a hearing aid.

As part of your medical assessment, the following tests shall also be carried out:



Pre-Existing Conditions

Where a candidate has suffered from a previous health condition or has any personal current or pre-existing health condition(s), they are required to declare it at the examination. Those who either omit, or fail to declare, a full history may be removed from the competition.

The reviewing doctor will review current, pre-existing and previous medical and mental health conditions and history on a case-by-case basis, which may require provision of additional reports or clarifications from the candidate's treating doctor(s) or clinical professionals. It is necessary that candidates make available any relevant clinical reports from their treating doctor(s) or clinical professionals on the day of the examination. This will expedite the medical assessment process and hence the progress of your application.

Medical Unfit Decision Appeal

If a candidate is deemed medically unfit by the Medical Practitioner, the candidate is required to confirm if they wish to appeal **within a 2-week timeframe**.

Assessment of Suitability on Grounds of Good Character

The pre-employment vetting process provides a means of ensuring that persons performing the functions of An Garda Síochána and having access to An Garda Síochána premises, information, intelligence, financial or operational assets have been assessed as to their reliability, honesty, integrity and suitability for the position and future potential positions as a career is built with An Garda Síochána.

You can expect that your suitability to join An Garda Síochána will be subject to rigorous and extensive vetting checks which may include:

- Criminal record checks on you, your extended family and your network of influence,
- Security and Intelligence checks on you, your extended family and your network of influence,
- Checks for fines, fixed penalty notices and formal cautions,
- Checks on your social medial profiles,
- Checks with the Irish Defence Forces and/or Foreign Defence Forces,
- Checks with Foreign Police Forces,
- Online publications, user generated content and social media checks,
- Credit checks,
- Local vetting check interviews,
- Consideration of Police Clearance Certificate or Police Certificate for foreign residences,
- Consideration of any past recruitment/vetting processes,
- Consideration of past employment and reference checks,
- Consideration of results of drugs test (including any previous test(s)).

More information will be provided on each of the above four elements of the appointments processes as you progress through them. Candidates must be found suitable on all of the grounds above in order to be offered a place in the next stage of the recruitment process, the Garda Foundation Training Programme in the Garda College in Templemore. Please note that success through to any stage of the selection process is not a guarantee of acceptance as a Garda Trainee.

Foundation Training Process

The Foundation Training Programme is the initial training and development programme for newly recruited Garda Trainees and Probationer Gardaí in An Garda Síochána, and incorporates the training

required to perform the role and functions of a Garda in an efficient and effective manner. It is the platform for all other learning and development in the Garda Organisation.

The Foundation Training Programme commences when a successful applicant is accepted by the Commissioner as a Garda Trainee and concludes following the successful completion of the probationary period when the Garda Commissioner confirms the applicant in their appointment as a member of An Garda Síochána following attestation.

The Foundation Training Programme encapsulates three important areas of learning and development, which are monitored and assessed over the duration of the Programme. These three areas are:

A. Bachelor of Arts in Applied Policing

B. Operational Efficiency & Effectiveness

C. Conduct & Behaviour

Entering the College

Please note that candidates should be in a position to commence in the Garda College upon receiving an offer. Deferrals will only be granted in exceptional circumstances.,

General Information

Review Mechanisms - CPSA – Code of Practice

publicjobs will conduct the selection process for the Garda Trainee competition in compliance with the Commission for Public Service Appointments' (Commission) Code of Practice for Appointment to Positions in the Civil and Public Service.

The Code of Practice sets out the procedures to address candidates' requests for review and candidates' complaints in relation to the selection process. Issues relating to Stages 1 and 2 of the process should be addressed to the Chief Executive Officer of publicjobs. Issues relating to the appointments process should be addressed to the Garda Commissioner.

The code reflects the following core principles:

- Probity
- Merit
- Best Practice
- Consistency
- Transparency
- Appointments promoting Equality, Diversity and Inclusion

There is no obligation on publicjobs or An Garda Síochána to suspend the selection or appointment process while it considers a request for a review. Please note that where a review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not

seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

The Code of Practice is available on the website of the Commission for Public Service Appointments, www.cpsa.ie.

Review Procedures

Section 7

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by publicjobs or An Garda Síochána. The relevant officeholder will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice. When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken, or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of publicjobs who had played a key role in the selection process.
- Where a candidate remains dissatisfied following any such informal discussion, they may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, they must do so within 5 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address their concerns in relation to the process in writing to the Chief Executive Officer of publicjobs or the Commissioner of An Garda Síochána as appropriate, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 5 working days of the notification of the selection decision.
- Any extension of these time limits will only be granted in the most exceptional of circumstances.

- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Section 8 - Complaints

Where a candidate may believe there was a breach of the Code of Practice by the relevant licence holder (the Chief Executive Officer of publicjobs or the Garda Commissioner) which compromised the integrity of the decision reached in the selection or appointment process they can have it investigated under Section 8 of the Code. The complaints process enables candidates (or potential candidates) to make a complaint to the licence holder in the first instance, and to the Commission subsequently on appeal if they remain dissatisfied.

The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they cannot support their allegations by setting out how publicjobs or An Garda Síochána has fallen short of the principles of this Code.

- A request for Informal complaint must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of publicjobs who had played a key role in the selection process.
- Where a candidate remains dissatisfied following any such informal discussion, they may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, they must do so within 5 working days of the notification of the notification of the decision or within 5 working days of the outcome of the informal complaint.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the appeals mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

Candidates' Obligations

In applying for this competition, candidates must accept a number of obligations.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned,
- Be of suitable character for the post,
- Be suitable in all other relevant respects for appointment to the post concerned.

and, if successful, they will not be appointed to the post unless they

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
- are fully competent, available to and capable of undertaking those duties.

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 impersonate a candidate at any stage of the process. Any attempt, direct or indirect by an applicant to use influence by way of canvassing in connection with their application will cause them to be disqualified from the competition.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is committing an offence. **A person who is found guilty of an offence is liable to prosecution that may result in a fine and/or imprisonment.** In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where a person has not been appointed to a post, they will be disqualified as a candidate; and
- where a person has been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

Deeming of a Candidate to be Withdrawn

Withdrawal from the Selection Process

Candidates who do not attend for interview or other test when and where required by publicjobs, or who do not, when requested, furnish such evidence as publicjobs require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to publicjobs, including all forms issued by publicjobs for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Withdrawal from the Appointment Process

There are a number of reasons that will result in a candidate being withdrawn from the competition from An Garda Síochána, including but not limited to the following:

- If a candidate is medically deferred for a period exceeding 12 months.
- If a candidate is unable to provide the Appointments Office with a satisfactory Vetting Form.
- If a candidate fails to successfully complete an element of the overall process within the time constraints provided.

Conditions of Service

Tattoos and Body Art

Tattoos and body art on the face, visible above the collar or below the cuff of your uniform are not permitted. In order to retain a professional image, all other tattoos and body art must be covered while on duty. You must make An Garda Síochána aware if you have visible tattoos as early as possible as they may prevent you from being permitted to commence training.

Outside Employment

The assignment is full-time, and the Garda Trainee may not engage in, or be connected with, any outside business or activity which would interfere with the performance of the assignment. If Garda Trainees are engaged in any outside business or activity they must inform the Garda Trainee Office, Garda College in writing.

This should include the nature of the outside business or activity, their role, hours/days engaged and all relevant information. Permission to continue engagement in any outside business or activity is a matter for the Superintendent of Foundation Training.

The decision of Superintendent Foundation Training can be appealed to the Director of Training and Continuous Professional Development and their decision is final. The **onus is on the Garda Trainee to report any outside business or activity** and failure to report any outside business or activity may be a disciplinary matter and may include a sanction up to and including termination of contract. Any engagement in any outside business or activity must be fully in compliance with the European Working Time Directive.

DNA Testing

Candidates should note that An Garda Síochána is bound by the provisions of the Criminal Justice (Forensic Evidence & DNA Database System) Act 2014.

Section 41 of that Act states that DNA Samples shall be taken from Garda Trainees who started their training at the Garda College following the commencement of the Act on 20th November 2015.

Section 41 4 (c) of the Criminal Justice (Forensic Evidence & DNA Database System) Act 2014 outlines that 'the sample will be used to generate a DNA profile in respect of the person to be entered in the elimination (Garda Síochána) index of the DNA Database System and the effect of such an entry'.

The taking of such samples is for the purpose, in relation to the investigation of offences and of ascertaining whether that person has contaminated a crime scene sample.

Code of Ethics

In a democratic society, the role of the police is to protect and serve society, keep the peace, enforce the law and ensure the safety of the community. In order to achieve this, An Garda Síochána must enjoy the trust and confidence of the society which it serves. It will gain and maintain this trust by acting, and being seen to act, within the law and by applying the law fairly towards others. For anyone working in An Garda Síochána, this is the starting point for all other commitments.

The Code of Ethics is a statement of the ethical requirements for everyone working in An Garda Síochána and a clear indication to the public of the norms of behaviour that they are entitled to expect. Policing is an honourable profession of which the public expect the highest standards of conduct and practice. Absolute commitment to the Code of Ethics is a requirement for all members of An Garda Síochána, to ensure the trust and support of the public. You will be required to sign a formal commitment to the Code of Ethics when you join the Organisation. For more information, [click here](#).

Discipline

All lawful orders, given either in writing or verbally, by those in authority, must be obeyed. A Garda Trainee must at all times conform to the standard of conduct and discipline required and is obliged to study the Garda Trainee and Probationer Garda Handbook and abide by its provisions. Penalties for breaches of any of the provisions of that Code may range from a caution to a termination of programme.

Uniform and Equipment

The uniform and equipment supplied to the Garda Trainee will remain at all times the property of An Garda Síochána. The Garda Trainee will be responsible for its care and must return it in good condition when required to do so. It must not be used except for authorised purposes and the Garda Trainee will be liable to pay any charge imposed for articles lost or damaged.

Confidentiality of Information and Materials

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in exclusion from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Use of Recording Equipment

publicjobs does not allow the unsanctioned use of any type of recording equipment on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and candidates/clients and the integrity of the assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of such an offence was or is a candidate, then;

- Where they have not been appointed to the post they will be disqualified as a candidate; and
- Where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Please note, if publicjobs is not notified of any issues you experience in advance of or on the day of your assessment/interview, we will not be in a position to address these after the fact. Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

General Data Protection Regulation

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however you will be advised of this in advance of the assessment and all necessary precautions will be taken to ensure the security of your data. If you are successful following Stage 2 of the selection process, the information provided on your application form (excluding any equality monitoring information), will be provided to AGS to facilitate further stages of the selection process.

Equality Monitoring Data will be collected by PAS on the Application Form. This information is collected for statistical purposes and will be anonymised. Where appropriate, this anonymised statistical information will be shared with AGS.

The personal data supplied by you will be managed confidentially, securely and in accordance with the (EU) General Data Protection Regulation (GDPR) and the Data Protection Acts 1988-2018 (2018 Act).

The processing of personal data is necessary for the safeguarding against, and the prevention of, threats to National Security and Public Security elements of the definition of scope for EU Directive 2016/680 (the Law Enforcement Directive, or LED) processing detailed under [Section 70\(1\)\(a\)](#) of the 2018 Act, and therefore subject to [Part 5](#) of the 2018 Act.

General information on An Garda Síochána's processing of personal data, and how data subjects can exercise their rights (including accessing data) is available on the Garda website;

<https://www.garda.ie>

To make a request to access your personal data, in the case of publicjobs, please submit your request by email to: dpo@publicjobs.ie.

In the case of An Garda Síochána, please submit your request in writing to:

The Data Protection Co-Ordinator,
Garda Data Protection Office,
Capel Street,
Dublin 1.
Email: DataProtection@Garda.ie

Ensure that you describe the records you seek in the greatest possible detail to enable identification of the relevant record(s). Information in relation to a candidate's personal data held by publicjobs are set out on the Data Protection page of www.publicjobs.ie

Protected Disclosures

publicjobs Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available at: [Protected Disclosures Policy.pdf](#) (publicjobs.ie).

publicjobs is committed to a policy of equal opportunity and encourage applications under all nine grounds of the Employment Equality Act.

publicjobs on behalf of An Garda Síochána (AGS) will run the selection aspects of this competition in compliance with the relevant Code of Practice prepared and published by the Commission for Public Service Appointments (CPSA) and available on www.cpsa.ie.

publicjobs refers to publicjobs established under the Public Service Management (Recruitment and Appointments) Acts 2004-2013.

Contact: Justice Recruitment Unit, publicjobs

Email: GardaTrainee2025@publicjobs.ie

URL: www.publicjobs.ie

Appendix A - Self-Assessment Questionnaire

This short questionnaire encourages you to review how your qualifications, interests, skills and experiences match the challenging requirements of a Garda Trainee.

Please work through the statements below and decide on the response that best reflects your level of agreement with each statement. This questionnaire will not form any part of the selection process you are encouraged to consider all statements in advance of proceeding with your application.

Could You:

	Strongly Disagree	Disagree	Agree	Strongly Agree
Work in a role with incredible variety				
Confidently use IT packages & software				
Develop a range of new skills that you can apply in your role				
Tell a parent that their child has been killed				
Understand the complexities of relevant legislation and apply it in your role				
Perform CPR on a critically injured person				
Maintain a good level of fitness				
Enforce legislation that you personally disagree with				
Arrest someone who you know to be a fundamentally honest and decent person, but who has broken the law				
Do tasks that you have been assigned that you don't particularly want to do				
Cope with large amounts of blood and other severe injuries				
Understand that in the role you will have to deal with a huge amount of negativity, crime & suffering but need to maintain a positive perspective				
Physically tackle someone resisting arrest				
Work for one organisation for your whole career				

Build close working relationships with your colleagues				
Obeys a lawful order that may put you in danger				
Build strong links with a community				
Go through the possessions of a body to try to find ID				
Maintain your composure, even when severely provoked				
Be the first port of call for someone who has been sexually assaulted				
Adopt the shift work pattern used in An Garda Síochána, which means having to work throughout the night where, unlike some roles, sleeping is not permitted on duty				
Maintain your resilience in the face of negative coverage and unfair criticism				
Appreciate that even in social situations, you are likely to be introduced to others as Garda and some people will instantly make up their mind about you				
Always carry your Garda ID, even when off duty				
Build strong links with the community where you work				
Work holidays including Christmas, Easter and Weekends				
Appreciate that not everyone who joins will be promoted through the ranks				
Deal with life and death situations, sometimes on a daily basis				
Carry out an arrest in a public place where you may be filmed on mobile phones				
Remain dispassionate and carry out your duties, even in very difficult circumstances				
Appreciate that your friends/family may worry about you and your career choice				
Go on the beat alone				
Provide help and assistance to people who need it				



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You can also keep up to date
on publicjobs.ie and follow us
on our social platforms:

