



Comhairle Chontae na Gaillimhe  
Galway County Council

## CANDIDATE INFORMATION BOOKLET

# Recruitment and Selection Campaign for the Position of Beach Lifeguard Summer Season 2025

Closing Date: Thursday the 13<sup>th</sup> February 2025.

**Applications and associated qualification and Garda Vetting Documentation must be submitted to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) prior to the closing date.**

### Important Notes:

- Please submit *your application form inclusive of all other required documentation to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.*
- Candidates must submit a copy of all declared qualifications and a copy of photographic identification with their application forms.
- Application forms must be fully completed. CVs will not be considered.

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# QUALIFICATIONS FOR THE POST

## CHARACTER

Candidates must be of good character and references will be sought.

## HEALTH

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## CITIZENSHIP:

**Candidates must, by the date of any job offer, be:**

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

## QUALIFICATIONS

**Candidates must hold a Water Safety Ireland Beach Lifeguard Award or Equivalent, which is valid until Friday 12<sup>th</sup> September, 2025. Applicants must produce a valid Beach Lifeguard Certificate before Friday 11<sup>th</sup> April 2025 at 3 p.m.**

## AGE

Applicants must be 17 years of age on 1st May 2025.

## RECRUITMENT

Candidates will be required to (a) attend for interview and (b) display a proficiency in resuscitation, swimming ability and rescue techniques in oral and practical tests. Galway County Council will not be responsible for the payment of any expenses incurred by candidates in presenting themselves for these tests.

It is anticipated that pool tests for this competition will take place on Saturday the 8<sup>th</sup> of March 2025.

## GARDA VETTING

Garda vetting will be sought in respect of individuals who come under consideration for appointment.

### IF YOU ARE OVER 18

If you are over 18 you will be required to complete form NVB 1 and submit one original form of identification from each of the following categories:

#### Category 1

*Original Irish Driving Licence or Original Learner Permit (new credit card format)*

*Original Irish Public Services Card*

*Original Passport (from country of citizenship)*

#### Category 2

*Recent Bank/Building Society/Credit Union statement*

*P60, P45 or Payslip (with home address)*

*Correspondence from an educational institution/ SUSI/ CAO*

**Mobile phone bills are not accepted as a form of identification.**

### IF YOU ARE UNDER 18

If you are under 18 you will be required to complete the following Garda Vetting forms:

- **NVB 1:** Vetting Invitation Form
- **NVB 3:** Parent/Guardian Consent form

**Applicants under 18 years, are advised that when completing the NVB 1, the email address sought on the NVB1 form is that of your Parent/Guardian rather than the applicant's own email address. Please note for candidates under 18 a birth certificate will suffice to validate your identity.**

# DETAILS AND PARTICULARS

## THE POST

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The successful candidate will be expected to carry out duties set out below;

- To provide supervision of activities at public bathing places in order to prevent drowning accidents.
- Going immediately to the assistance of persons in difficulties in the water and rendering to such persons the necessary attention;
- To provide emergency rescue service in the case of accidents.
- To render first aid where necessary.
- To ensure that from the start of the duty period that the appropriate flags are flown and are changed or re-located as necessary during the day. Indication flags should be placed in prominent positions.

The following flag system is to be used;

- Red flag signifies that bathing is considered temporarily unsafe.
- Red over yellow flag signifies that bathing between any two such flags is under supervision of Beach Lifeguard.
- No flag is flown if there is no Beach Lifeguard on duty.
- To ensure that from the start of the duty period that the appropriate flags are flown and are changed or re-locate as necessary during the day.  
To ensure at the conclusion of the duty period each evening that all flags are removed and that all equipment is checked and securely stored in the appropriate place.
- Immediately on taking up duty each day, text Irish Coastguard and WSDO to confirm that you are on duty and on what beach, also text off duty to Coastguard and WSDO.
- All equipment must be checked daily (each morning) to see that it is in working order and ready for use. Any defects notified should be reported immediately to the Council.
- To inspect all lifesaving and first aid equipment on arrival for duty to ensure that adequate stocks are available and in good working order.
- Lifeguards on duty shall always have in their possession a can buoy or rescue tube.

- To inspect the area under your care and where possible, to remove any dangerous or offensive items. If the Lifeguard cannot deal with the matter, he/she should immediately report this to his/her supervisor.
- To record in a daily log book;
  - Your name and time of arrival and departure from duty and comply with any other direction in this regard.
  - The general weather and tidal conditions.
  - What flags were flown and when they were changed during the day. That ring buoys and rescue equipment has been checked.
  - Any information which may assist in improving the service.
- The Beach Lifeguards will be required to keep an “Accident and Incident Record” Book and complete all appropriate rescue and first aid forms.
- Beach Lifeguards may be required to assist in conducting aquatic events and water safety programs.
- Beach Lifeguards shall carry out all appropriate duties as laid down in the Irish Water Safety Lifeguard Handbook.
- To provide water samples for the Water Quality Section, Environment Department, at various times over the summer season.
- Where bathers are about to enter water at a point which is considered dangerous owing to currents, shifting sands etc., they should immediately warn them and give them reasons. Practice a philosophy of prevention over reaction in carrying out the service.
- To provide advice to the public regarding facilities, state of tides, currents, parts of beach which are not safe for bathing, hazards, water safety, relevant bye-laws & legislation etc. To proactively implement this, including but not restricted to, by carrying out Public Relations & Educational patrols during quiet times.
- If the members of the public are acting in an indecent manner, the Beach Lifeguard (where appropriate) should bring this fact to the notice of the Garda Siochana at the earliest opportunity. They must also notify the Water Safety Development Officer immediately.
- Except when the beach is empty, the Beach Lifeguard should be on patrol or on look-out outside the hut. The Beach Lifeguard should never be inside the hut except when relieved for meals etc. or when they are certain there is nobody on the beach. The primary duty of the Beach Lifeguard is to prevent accident situations from developing. Special vigilance is required where there are rocks or an outflow of a river, as there are likely to be undertows or currents.
- To ensure at the conclusion of the duty period each evening that all flags are removed and all equipment is checked and securely locked/stored in the appropriate place.

- Where required, assist in opening and closing the public toilets at the start and end of their shift or at an agreed time. The Beach Lifeguards are also to report on the condition of the toilets in their Log Books and notify in the case of serious uncleanness or damage.
- To ensure at all times that the Lifeguard station is kept clean and tidy and in a state of readiness for emergencies.
- To ensure that except for emergency assistance or official business, no one other than Lifeguard personnel is permitted in the Lifeguard station.
- Where Beach Lifeguards have to leave to partake of meals, arrangements should be made that one Beach Lifeguard will be on duty during the other's absence for such purpose and to patrol his/her area in addition to his/her own. Where one Beach Lifeguard only is employed, the following procedure should be adopted regarding the lunch hour:-
  - o No flag should be flown when he/she is off duty for his/her meal.
  - o The meal must be arranged at a time other than the peak bathing hours.
- Where two Beach Lifeguards are on duty on a particular beach –
  - o One Beach Lifeguard shall remain at a vantage point from which a full view of the beach can be had and remain on a constant lookout,
  - o The other Beach Lifeguard shall maintain a patrol of the beach and in such a manner that any give point along the beach is visited at least once in every 15 minutes.
  - o Brief reports should be exchanged when they meet but lifeguards should never be seen to congregate together or with other groups.

## **THE PERSON:**

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Successful Candidates must abide by the following conditions:

- Maintain a high level of fitness, and proficiency in techniques and in the use of equipment. (Sound judgement must be used if training is undertaken during the duty period. Such activities are only permitted in quiet times and then only if sufficient Lifeguards are available to supervise the area).
- Be punctual at all times. Beach Lifeguards should report to their station at least five minutes before the shift is due to start so as to be fully attired and ready for duty.
- Uniform dress, provided by Galway County Council, must be worn at all times while on duty. It should not be worn during off duty periods or anywhere other than the allocated patrol area.
- Lifeguards must at all times be alert. Reading, playing cards, participating in

beach games and other such activities are not permitted. Headphone/Earbuds/Airpods and radios and personal mobile phone use is absolutely forbidden.

- Unnecessary conversations with the public should be discouraged, as laxity in observation on the part of the lifeguard will result. Lifeguards should be courteous when addressed, but conversations should be curtailed.
- Ensure that at all times your conduct is above reproach and that you do not involve yourself in any activity which may discredit the Lifeguard service by lessening public confidence or respect.
- Lifeguards are not permitted to participate in any commercial operation in their area, e.g. the sale or rental of any equipment or service, etc.
- No changes in rostered duty periods/locations is permitted. If for some reason a lifeguard is unable to report for duty, he/she must immediately notify his/her supervisor in order that relief cover may be arranged.
- If a Lifeguard becomes ill or suffers any disability which might impair his/her efficiency, he/she must report immediately to his/her supervisor to arrange for a relief guard.
- Lifeguards should not make any statements to the news media or to the public on any incident or accident which occurs in their area but should refer such questions to the Local Authority.
- No intoxicating liquor or unauthorised drugs shall be taken into the Lifeguard's station. The use of illegal substances by a beach lifeguard or being under the influence of intoxicating liquor shall result in suspension from duty pending investigation.
- Serious misconduct by a Beach Lifeguard while on duty shall result in suspension from duty pending investigation
- The respect and confidence of the public is essential, if the Lifeguard is to perform his/her duties efficiently. In this regard the lifeguard should appear on duty well groomed and dressed in clean uniform.
- Each lifeguard hut will be furnished with a mobile telephone. This phone is for lifeguards to contact the Coastguard, Emergency Services and WSDO and it should be available to receive calls at all times. This mobile must not be used for personal calls and texts. Please note that the use of your personal mobile phone is prohibited during working hours.



## **AVAILABILITY**

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Time off outside of normal rostered time off will not be granted to Beach Lifeguards unless the request is for exceptional, extraordinary reasons, and is submitted in writing for approval (by post or email) at least 2 weeks in advance or is for force majeure leave (as defined in Parental Leave Act 1998). Employment is for the 2025 Bathing Season, and applicants should be available for the entire season. The only exception is where applicants are undertaking school/college examinations.

## **LOCATION:**

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Galway County Council reserves the right to assign you to any beach that is guarded by Council Beach Lifeguards, now or in the future. Changes in location of employment will not result in payment of disturbance money or compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

## **REMUNERATION:**

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The post is temporary and may be whole-time or part-time. The successful candidate will be paid €17.37 per hour worked.

## **PENSION:**

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Local Government Superannuation Scheme. Details provided prior to appointment.

## **RESIDENCE:**

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The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

# COMMUNICATIONS

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Galway County Council will contact you when necessary at each stage of the competition by post, email or sms. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message will be sent to the email address/telephone number originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie). The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Galway County Council. Galway County Council accepts no responsibility for communication not accessed or received by an applicant.

General updates may be published via social media in relation to progression of the recruitment and selection campaign at:



[www.galway.ie](http://www.galway.ie)



[www.facebook.com/galwaycounty](https://www.facebook.com/galwaycounty)



[www.twitter.com/galwaycoco](https://www.twitter.com/galwaycoco)



[hr@galwaycoco.ie](mailto:hr@galwaycoco.ie)

## SUBMISSION OF APPLICATION FORM

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**Closing Date: Thursday 13<sup>th</sup> February 2025 @ 4pm sharp. Applications will not be accepted after this time.**

Before proceeding with this stage of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out in Page 3, of this booklet.

## SUBMISSION OF APPLICATION FORM- CHECKLIST OF REQUIREMENTS

<b>Application Process Checklist</b>	<b>Tick Complete</b>
✓ All application forms must be submitted fully completed and inclusive of all the requested documentation and qualification documents by the closing date. All incomplete applications will be returned as invalid after the closing date and will not be included in the competition.	
✓ Please submit <i>your application form inclusive of all other required documentation</i> to <a href="mailto:hr@galwaycoco.ie">hr@galwaycoco.ie</a> as <b><i>ONE SINGLE document</i></b> (not individual scanned documents) before the closing date and time.	
✓ Copies of qualifications (not originals), i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application.	
✓ Please submit original Birth Certificate with your application form.	
✓ Please submit a copy of your Beach Lifeguard Certificate with your application form.	
✓ Applications may be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application and all documentation requested is submitted.	
✓ Please notify the Human Resources Department of any change of address, telephone number or email address.	
<b>IF YOU ARE OVER 18</b>	
If you are over 18 you will be required to complete and submit Garda Vetting form NVB 1 with your application form. (Available at <a href="http://www.galway.ie">www.galway.ie</a> )	
<b>IF YOU ARE UNDER 18</b>	
If you are under 18 you will be required to complete and submit the following Garda Vetting forms with your application. <ul style="list-style-type: none"> <li>- <b>NVB 1:</b> Vetting Invitation Form (Available at <a href="http://www.galway.ie">www.galway.ie</a>)</li> <li>- <b>NVB 3:</b> Parent/Guardian Consent form (Available at <a href="http://www.galway.ie">www.galway.ie</a>)</li> </ul> <p><b>Applicants under 18 years, are advised that when completing the NVB 1, the email address sought on the NVB1 is that of your Parent/Guardian rather than the applicant's own email address.</b></p> <p><b>Please note for candidates under 18 a birth certificate will suffice to validate your identity.</b></p>	

## **-APPLICATION FORM ELIGIBILITY CHECK-**

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- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- Applications will also be checked to ensure that birth certs and qualification documents are submitted also.
- If your application form does not meet the minimum qualifications for the post as set out on page 3 of this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

## **BEACH LIFEGUARD TESTS**

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Pool tests have been booked to take place in Leisureland, Galway on **Saturday the 8<sup>th</sup> of March, 2025.**

Full details of tests are available on Appendix 1.

## **INTERVIEWS**

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The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role of Beach Lifeguard. Interviews may take place online via Microsoft Teams.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Galway County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration.

It is important therefore, for you to note the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Galway County Council will not be responsible for refunding any expenses incurred.

Interviews shall be conducted by Board(s) set up by Galway County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of

matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Galway County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for the obligatory test(s) on the date(s) specified by Galway County Council and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the postal or email address specified on their application form.

Candidates on the panel, who satisfy all the requirements for the post may be offered employment subject to:

- (i) their place, in order of merit, on the panel.
- (ii) the requirements of Galway County Council and Galway City Council

## **COMPULSORY INDUCTION TRAINING DAY**

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Successful candidates will be required to attend a compulsory induction training over a day and a half prior to taking up duty. Attendance is mandatory irrespective of whether or not you have attended in previous years. The onus rests with the candidate to attend on the date and time allocated. There will be one Induction training session only therefore candidates cannot be re-scheduled.

**Candidates who do not attend the induction briefing will not receive an offer of employment.**

Successful Candidates are required to maintain fitness throughout the season. The Water Safety Development Officer will conduct fitness tests throughout the season. Failure to pass fitness tests will result in the beach lifeguard's hours being suspended and he/she will not be rostered until they successfully pass the fitness test.

## -THE FINE PRINT-

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### **General Information**

1. Galway County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses depending on the numbers that remain after each stage.
2. Galway County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.

### **5. The Importance of Confidentiality**

Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Galway County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Acts 1997 & 2003.

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

Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as 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.

### **7. Data Protection**

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

When you 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 all necessary precautions will be taken to ensure the security of your data.

To make a request to access your personal data please submit your request by email to: [dpo@galwaycoco.ie](mailto:dpo@galwaycoco.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

**Candidates should note that canvassing will disqualify.**

## IMPORTANT INFORMATION-TERMS AND CONDITIONS

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*Your attention is drawn to this important information.*

*By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:*

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process.
2. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
3. Candidates in the recruitment process must not:
  - Knowingly or recklessly provide false information
  - Canvass any person, with or without inducements
  - Interfere with or compromise the process in any way.
4. A third party must not personate a candidate at any stage of the process.  
If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
  - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
  - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
5. 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 Galway County Council is satisfied that such a person fulfils the essential requirements.

## FREQUENTLY ASKED QUESTIONS

### 1. Who can I contact if I have a query in relation to the Beach Lifeguard recruitment process?

If you are unclear in relation to any aspect of the competition, please read the briefing document and frequently asked questions carefully before contacting Galway County Council's Human Resources Department. If you still need contact the Human Resources Department please send your query via email in the first instance to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie)

### 2. What age do I need to be in order to apply?

You must be 17 years old on the 1<sup>st</sup> of May 2025.

### 3. What other documents do I need to submit with my application form?

You must submit:

- Original Birth Certificate.
- Required qualification documents for the post.
- If you are over 18 you will need to submit a completed copy of Garda Vetting Form NVB1
- If you are under 18 you will need to submit a copy of Garda Vetting Form NVB1 and NVB3.

### 4. When will the pool tests take place?

If your application form is deemed eligible for the recruitment competition you will be invited to the Beach Lifeguard tests. The date set for the Beach Lifeguard Pool Tests is the 8<sup>th</sup> of March, 2025 in Leisureland, Galway. The onus is on the applicant to ensure that they are available on the date of the tests.

### 5. I have passed the Beach Lifeguard Safety Tests what happens next?

On successful completion of the tests you will be invited to interview in April/May, 2025. The date will be confirmed in correspondence that will issue to you closer to the date.

### 6. I have completed the one-day induction briefing in previous years. Do I need to complete it again?

Successful candidates will be required to attend a **compulsory induction training over a day and a half** prior to taking up duty. **Attendance is mandatory irrespective of whether or not you have attended in previous years.** The onus rests with the candidate to ensure their availability and to attend on the date and time allocated. There will be one Induction training session only therefore candidates cannot be re-scheduled. Candidates who do not attend the full induction briefing will not receive an offer of employment.



# ***CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES***

## **GENERAL PRINCIPLES**

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

## **ADVERTISING**

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspaper's, as well as the Council's website at [www.galway.ie](http://www.galway.ie) and the national website [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)

## **LEGISLATION**

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts. 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 your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the

Data Protection Acts, 1988 & 2018. The Personnel Department may use external selection board members and these board members may receive, or have access to, candidate application data in order to assist in the determination of suitability for a specific role; selection board members have a duty to keep such information confidential and secure and selection board members are aware of this duty. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. To make a request to access your personal data please submit your request by email to: [dpo@galwaycoco.ie](mailto:dpo@galwaycoco.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

#### **WHAT ARE YOUR RESPONSIBILITIES?**

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.
- *Integrity and Fairness* – this comprises four main issues:
  - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.

- Candidates must not knowingly provide false information on their application.
- No other person may impersonate or represent a candidate at any stage of a selection process.
- Candidates must not interfere with or compromise the process in any way.
- Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

## **APPOINTMENT ON MERIT**

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.
- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:-
  - Shortlisting of candidates on the basis of information contained in their application form;
  - Other written, oral or practical tests appropriate to the position;
  - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board *or*
  - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

## **YOUR RIGHT TO INFORMATION AND 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. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

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

# **APPENDIX 1**

## **Indoor Local Authority Beach Lifeguard Test 2024**

**Candidate's Name** \_\_\_\_\_

**Candidates must pass Sections A, B & C to pass the Assessment**

### **Section A - Practical BLS Assessment Sheet**

**NOTE:** This section should be examined in pairs.

<b>Skill</b>	<b>Skill Completed (Yes/No)</b>	<b>Max. Mark</b>	<b>Mark</b>
Check for Safety		2	
Check for Response		2	
Open Airway		2	
Check for Normal Breathing		2	
Call 112/999 or send someone to call 112/999		1	
Send for an AED		1	
Place heels of hands in centre of chest, interlocking fingers		5	
Commence CPR - 30 Chest Compressions		10	
Rescue Breaths		10	
Use of AED		10	
Recovery Position		5	

Sub Total BLS Practical Marks (Max. 50)	
General Aspects of Safe Lifeguarding MCQ (10 Questions)	<b>Mark 0-10</b>
<b>Total Mark Section A (Max. 60)</b>	

**Candidate must score 50% or more in Section A to pass this section**

**Examiner's Signature:** \_\_\_\_\_

**External Examiner's Signature:** \_\_\_\_\_

## Indoor Local Authority Beach Lifeguard Test 2024

**Candidate's Name:** \_\_\_\_\_

**Notes:**

1. Goggles are not allowed for any test items in Sections B or C.
2. Unless stated in test item, fins are not allowed. There is no restriction on the type of fins that can be used.

**Section B - Timed Swim**

Test Item	Time (mm:ss)	Max. Mark	Mark 0-45
200m Freestyle in not more than 4mins: <ul style="list-style-type: none"> <li>• 200m timed swim. Start in water with Can Buoy/Rescue Tube. No tumble turns allowed.</li> <li>• Mark out of 45 from 3 minutes 16 seconds to 4 minutes = 45 marks down to 1 mark.</li> </ul>		45	

**NOTE: If a Candidate's timed swim is outside of 4 minutes, he/she fails Section B**

**Section C – Rescue Skills**

Test Item	Marking Breakdown	Mark Given	Max. Mark	Mark
100m Tow with Canbuoy/Rescue Tube <b><u>in not more than 4 minutes:</u></b> <ul style="list-style-type: none"> <li>• The Key element of this test item is that the rescuer must <u>tow</u> the casualty (i.e. Tension should be maintained on rope during tow).</li> <li>• Rescuer must maintain safe distance from casualty and maintain tension in rope.</li> <li>• The rescuer is expected to communicate with casualty.</li> </ul> <b><u>NOTE:</u> If a Candidate's timed tow is outside of 4 minutes, he/she fails Section C</b>	Efficiency of Tow: (5)		15	
	Communication: (5)			
	Safe Distance & Tension in Rope: (5)			
		N/A	Time (mm:ss): _____	
25m Approach and 25m Manikin Carry: <ul style="list-style-type: none"> <li>• 25m head-up approach, collect a manikin and carry back to starting point.</li> <li>• Weighted manikin to be held at wall.</li> </ul>	Approach: (6)		20	
	Grip/Secure Carry: (10)			
	Communication: (4)			

## Indoor Local Authority Beach Lifeguard Test 2024

### Section C Cont'd – Rescue Skills

Test Item	Marking Breakdown	Mark Given	Max. Mark	Mark
50m Manikin Carry with Fins: <ul style="list-style-type: none"> <li>• Start at wall with a weighted manikin.</li> <li>• Manikin must be carried by cross chest, head carry or chin tow.</li> </ul>	Efficiency: (3)		20	
	Grip/Secure Carry: (14)			
	Communication: (3)			
20m Approach, Surface dive and Deep-Water Resuscitation: <ul style="list-style-type: none"> <li>• 20m head-up approach.</li> <li>• Surface dive and pick up submerged manikin.</li> <li>• Administer deep water resuscitation for 10m.</li> </ul>	Approach (3)		15	
	Surface Dive (4)			
	Deep-Water Resuscitation: (8)			
Board Rescue: <ul style="list-style-type: none"> <li>• Approach on paddle board to unconscious casualty.</li> <li>• Position casualty onto board.</li> <li>• Continue board rescue to end of Pool.</li> </ul> <p>NOTE: Positioning of the casualty onto the board must be done in deep water.</p>	Approach & Positioning of Board: (5)		20	
	Positioning: (10)			
	Continuing Rescue to end of pool: (5)			
<b>Total Mark Section C (Max. 90)</b>				

**Candidate must score 50% or more AND be within the time limit for the timed tow in Section C to pass this section**

## Indoor Local Authority Beach Lifeguard Test 2024

### Marking Summary & Total

<b>Section</b>	<b>Max Mark</b>	<b>Pass Mark</b>	<b>Within Time Limit? (Y/N)</b>	<b>Actual Mark</b>
Section A – BLS & MCQ	60	30	N/A	
Section B – Timed Swim	45	1		
Section C – Rescue Skills	90	45		
<b>Total</b>	195	75		

**Examiner's Signature:** \_\_\_\_\_

**External Examiner's Signature:** \_\_\_\_\_

**Note: Any changes made to the marking must be initialled by the External and Local Examiner**