



Thank you for your interest in a seasonal position with An Post. To apply you must complete the following:

1. Application Form.
2. Medical Declaration Form.
3. Garda Vetting Invitation Form (please ensure that you include your full address including eircode).
4. Please scan proof of identity, which should be a copy of either your passport or driving licence.

The selection process may include online ability tests and interview. Please note that you will receive an online link from noreply@gardavetting.ie . To process your application for this position, you must complete the online part of the vetting clearance. If you have lived outside the Irish Jurisdiction within the last 10 years you will also need to provide security clearance from this jurisdiction.

Please email your completed forms and proof of identity to xmascasuals@anpost.ie with your chosen Mail Centre or Campus in the subject line and feel free to contact us directly with any queries.

An Post is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know.

We heartily encourage all interested parties who meet the above criteria to apply!



Employment Application Form (Seasonal)

Return to: xmascasuals@anpost.ie

Please use **BLOCK CAPITALS** or **TYPE** when completing this form

Please tick Mail Centre of choice
 Athlone Mail Centre
 Dublin Mail Campus
 Portlaoise Mail Centre

Personal Details:	Title:	First name:
	Surname:	
	Address:	

Date of birth:	Applicants must be aged 18 to commence employment in An Post
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Contact Number:	Email address
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Have you worked in An Post before? State YES (and state section, manager, dates and staff number) or state NO :	Section: _____ Manager: _____
	From (Month/Year) _____ To (Month/Year) _____
	From (Month/Year) _____ To (Month/Year) _____

Please give details of your previous position(s) with An Post, highlighting your main responsibilities and any particular achievements:

Have you ever availed of voluntary severance or early retirement from An Post? State **YES** or **NO**:

Please give details of most relevant employments/work experiences, highlighting your main responsibilities and any particular achievements:

From (Month/Year)	To (Month/Year)	Position and Company	Key Responsibilities/Achievements	Reason for Leaving

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When are you available to start?

Shift Preference:

Morning { }

Afternoon { }

Evening { }

Any { }

Please provide the name, address and contact number for three persons whom we can contact for references; ideally two references should be from your previous employer and one reference should be a character referee who **should not** be related to you. Referees will **not** be contacted until the final stages of the selection process.

1. <u>Employer Referee</u>	2. <u>Employer Referee</u>	3. <u>Character Referee</u>
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LEGALLY EMPLOYABLE

You must be legally entitled to reside and to work 37.5 hours per week in this state.

Do you need a work permit and/or visa to live or work in Ireland? State **YES** or **NO**: _____. If you answered "**No**" then complete the following statement in your own words: *I do not need an employment permit or visa to work and live in Ireland because*

SECURITY

A criminal record does not automatically disbar anyone from employment with An Post but because of the nature of An Post's business, the need to maintain customer confidence and to protect the Company's assets, interests and reputation, conviction for certain criminal offences or related issues could be considered incompatible with employment in An Post. **Please note An Garda Síochana will fully disclose all relevant information on record to An Post.**

Have you ever been convicted of a criminal offence or have you ever been the subject of police investigation, police caution or other legal proceedings which if known to An Post would reasonably give rise to concerns as to your suitability for employment: State **YES** or **NO**: _____

If you answered "**Yes**" then please supply details of the dates, type of offence and the outcome, penalty or sentence imposed by the Courts.

Where you have lived overseas in the last ten years and are being considered for employment you must provide an appropriately authorised record (and certified translation if necessary) of criminal offenses/convictions (null or otherwise) for those overseas addresses in last ten years.

FITNESS FOR ROLE

Do you have any disability or medical condition that would prevent you from performing any aspects of postal operative work which you are applying or

do you require special equipment or arrangements to be able to do such work in a satisfactory manner? State **YES** or **NO**: _____

If you answered "**Yes**" then describe your disability or medical condition or indicate what special equipment or any reasonable accommodations to assist you to do such work in a satisfactory manner. _____

DECLARATION

- I declare that I am not currently contracted as a Postmaster/Postal Agent for An Post
- I declare that, to the best of my knowledge and belief there is nothing on the grounds of health which would preclude me from performing my duties in a consistent and satisfactory manner and I agree to undergo a medical examination should I progress to the final stages of the selection process. I declare that there is no reason on the grounds of my character why I should not be considered for this position and I consent to my referees being contacted and my references checked. I authorise An Post to have a full security check conducted on me on behalf of An Post and that these checks may be carried out by a reputable third party on behalf of An Post. I also declare that I am fully competent and fully capable to undertake the duties of the post.
- I certify that all of the above information provided by me in respect of this application for employment in An Post is complete and accurate and I understand that failure to disclose any information which, if known to An Post, might cause the Company to question my suitability for employment, will disqualify my application or may result in my dismissal if employed by An Post.
- I understand that my application will not be progressed to an offer of employment should **any** of the foregoing reference, security and medical checks be unsatisfactory to An Post.

Data Protection

I consent to the Company using personal data, including sensitive personal data as defined by the Data Protection legislation, supplied by me or obtained by third parties, for the legitimate purpose required to administer my application for employment in An Post.

Name:

Date:



SEASONAL POSTAL OPERATIVE - FITNESS DECLARATION FORM

Name:

Date of birth:

Address:

Please answer all the questions below by ticking (v) the appropriate box. No clinical details are required. You may, if you wish, opt to complete a confidential Health Declaration, the details of which will only be available to the Occupational Health Department of An Post.

1. Do you have or have you had any difficulty with:

(a) Standing Yes No

(b) Lifting Yes No

(c) Communicating with people Yes No

(d) Walking Yes No

(e) Shift work Yes No

(f) Night Work
(i.e. between 12 midnight and 7.00 am) Yes No

(g) Wearing of safety boots Yes No

2. Do you have a history of neck, knee or back trouble;
disc prolapse. Yes No

3. Are you taking any medicine which may interfere with
your ability to drive, ride a bicycle and work safely with machinery. Yes No

DECLARATION

I declare that the information I have given for this Fitness Declaration is true and complete to the best of my knowledge and that I have not withheld any material facts. I understand that I am responsible for the accuracy of my statements and that if I suppress any information that my employment may be terminated.

Name: _____

Signed: _____

Date: _____

