

PORT OF CORK - APPLICATION / RECRUITMENT PROCESS

When sending in your application please note that you must:

Specify in your CV the types of specific experience you have which match the requirements of the role

- provide the full name, address and telephone number for contact purposes of two professional referees from your previous employments to whom you and your work is well known but to whom you are not related;
- indicate in your cover letter whether we have permission to make contact with some or all of your previous (excluding current) employers to obtain such references;
- attach, where available, copies of educational certs; (original educational certs should not be enclosed at this time).

PORT OF CORK – SELECTION PROCESS

1. Your Curriculum Vitae together with your covering letter of application should be sent by post to **Head of Human Resources, Port of Cork Company P.O. Box 53, Custom House, Custom House Street, Cork T12 CY88** or email to personnel@portofcork.ie to arrive not later than 12 noon on the date specified in the job advert.
2. Depending on the number of applications received for any particular vacancy, a short-listing process may be used. This short list will be based on the information supplied in your application only.
3. It is company policy that all applications for advertised posts will be acknowledged within 7 working days of receipt. If you do not receive an acknowledgement within that time period please contact Tomás Ahern, Personnel Officer @ tahern@portofcork.ie
4. Once the short listing process is completed those candidates being called for interviews will be contacted first.
5. In addition to interview(s) other methods of selection may form part of the application process (.ie practical tests, presentation, psychometric testing etc.)

6. Subsequently all other all applicants will be contacted.
7. Once the selection process is completed those subsequently short-listed will be asked to attend for a Medical examination(s) by the Company Doctor or other nominated medical practitioners.
8. After the filling of the immediate vacancies a panel may be formed from which future vacancies may be filled.
9. Misrepresentation of, or failure to declare, any material fact will invalidate your application and any job offer made as a result of same.

PLEASE NOTE THAT CANVASSING WILL DISQUALIFY