



Comhairle Contae
Ros Comáin
Roscommon
County Council



Candidate Information Booklet

2025 SUMMER STUDENT EMPLOYMENT SCHEME

THIRD LEVEL STUDENTS

Closing Date: 4pm on Thursday, 8th May 2025

Roscommon County Council is committed to a policy of equal opportunity.

2025 SUMMER STUDENT EMPLOYMENT SCHEME

Roscommon County Council is currently accepting applications from third-level students for our 2025 Summer Student Employment Scheme.

The Summer Student Employment Scheme is open to third-level students and will provide not only an opportunity to gain valuable work experience in the Local Authority but also a chance to see the wide range of services and future career opportunities offered by Roscommon County Council.

The Summer Student Employment Scheme will offer successful applicants a placement in the Local Authority during the summer 2025. Placements will be primarily office-based, though some field-work opportunities may exist in various roles.

The closing date and time for receipt of completed applications is **4pm on Thursday 8th May 2025**. Late applications will not be accepted. It is the responsibility of the applicant to ensure that their application is submitted on time.

Applications for the 2025 Summer Student Employment Scheme will only be accepted on the official Application Form that must be emailed to recruit@roscommoncoco.ie. Applications via post or hard copy will not be considered. Do not attach or include your CV – your CV will not be accepted as an application or as part of your application.

Essential Criteria

Applicants for the Summer Student Employment Scheme must:

- Be a third level student in full time education – first year of college must be completed.
- Have good IT skills and experience of working with MS Word, Excel, and Outlook
- Have a structured approach to work with good administrative and organisational capability
- Communicate clearly and have effective written and verbal skills
- Have a positive customer service attitude demonstrating dignity and respect to both customers and colleagues
- Have the ability to work as part of a team to ensure delivery of plans and schedules

Duties

Typical duties that may be assigned to successful candidates in the Summer Student Employment Scheme will be general clerical, administrative and customer service duties which may include but are not limited to:

- Photocopying, filing, scanning, data entry, preparation of documents, arranging meetings, attendance at meetings, processing invoices for payment, dealing with internal and external mail for the section
- Front of house counter duties (including reception cover, customer service desk, motor tax desk, housing desk, planning desk, etc.)
- Collating data/information for reports
- Assisting with library, local studies and archive enquiries
- Assisting with organisation of events
- Assisting with implementation of Council's Retention Policy
- Fieldwork where relevant

Particulars of Employment

1. Successful applicants of the Summer Student Employment Scheme will be offered a temporary placement during the summer of 2025. If they fail to take up the appointment on the date as determined by the Council in its absolute discretion, they will be deemed to have withdrawn their interest in the Summer Employment Scheme and the Council will not proceed with their appointment.

2. **Working Hours**

The working hours are 35 hours per week, Monday to Friday.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Roscommon County Council requires employees to record their hours using a Clocking system.

3. **Reporting**

Students employed on the Summer Student Employment Scheme will be assigned to a Section and will report directly to their designated line manager, or to any other employee of Roscommon County Council as the Director of Services or the Chief Executive may designate for this purpose.

4. **Performance Management**

There will be an ongoing review of performance during the period of employment.

5. **Remuneration**

The basic rate of pay will be minimum wage i.e. €13.50 per hour paid directly to a nominated bank account. Payment will be made fortnightly and is subject to all statutory deductions.

6. **Garda Vetting / Child Protection**

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

7. **Holiday Entitlements**

Annual leave will be granted in accordance with the Organisation of Working Time Act, 1997.

Annual leave requires prior approval of the line manager and employees must consult and secure approval with their Line Manager before taking time off.

8. **Code of Conduct/Organisation Policies**

Successful candidates will be required to adhere to all Roscommon County Council policies and procedures including the Code of Conduct.

9. **Safety, Health & Welfare of Employees**

The student must comply with Safety, Health & Welfare at Work Legislation, Policies and Procedures and must wear protective and safety equipment, as required. They must co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk. The student must not be under the influence of an intoxicant at the place of work.

10. **Recruitment**

Third level students who wish to be considered for the Student Summer Employment Scheme, are asked to complete an application form and to submit for the consideration of the Council.

It is the responsibility of the applicant to ensure:

- they establish their eligibility for Summer Employment Scheme
- they complete their application fully, clearly and accurately
- they submit their application to Roscommon County Council on time

Applications for 2025 Summer Employment Scheme will only be accepted via the official Application Form. Applications via post or hard copy will not be considered. Please do not attach or forward your CV – your CV will not be accepted as an application or as part of your application.

Submission of an application form does not imply automatic appointment for the Summer Employment Scheme. Applicants will be assessed/shortlisted for appointment on the basis of the information provided in their Application Form – so it is important that all parts of the Application Form are fully completed, and that each applicant provides sufficient and relevant information to promote and support their application. The process may also include an interview.

Successful applicants that receive an offer of temporary employment will be required to confirm their acceptance of the offer by return. Should an applicant not reply or decline an offer of employment made, they will be deemed to have withdrawn their interest in the temporary appointment, and we will move to offer the position to the next available applicant.

It is the responsibility of the applicant to provide accurate contact details on their application form. Correspondence from the Council will be issued to the email address provided. Roscommon County Council does not accept responsibility for communications not accessed or received by an applicant.

11. **Communication**

Applications will not be accepted after the closing date and time. Therefore, it is your responsibility to ensure that you have allowed sufficient transmission time for your application. Applicants must ensure they retain a copy of the email submitted to recruit@roscommoncoco.ie including the date and time in case of any queries.

An acknowledgement email will be issued in respect of all applications received (this email will acknowledge receipt, and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of the date of submission, the applicant should contact recruit@roscommoncoco.ie to ensure the application has been received.

Roscommon County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you only submit one email address for all correspondence in relation to this competition. 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 email address throughout the recruitment and selection campaign. This can be done by emailing recruit@roscommoncoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from Roscommon County Council. Roscommon County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Roscommon County Council's privacy statement which can be found [here](#).

12. Receipt of Applications

Any claim in relation to the late receipt of application forms will not be entertained. Applications will only be accepted by email to recruit@roscommoncoco.ie and it is the responsibility of the applicant to ensure their application is submitted prior to the closing time and date determined for this competition. Applicants must ensure they retain a copy of the email submitted to recruit@roscommoncoco.ie including the date and time in case of any queries.

An acknowledgement email will be issued in respect of all applications received (this email will acknowledge receipt, and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of the date of submission, the applicant should contact recruit@roscommoncoco.ie to ensure the application has been received.

13. Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

14. Roscommon County Council is an equal opportunities employer.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be signed by the successful candidate.

April 2025