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| **FOR OFFICE USE ONLY** | |
| Applicant Number: |  |
| Shortlisted Y/N |  |
| Competition ID number: | **008128** |

**Dún Laoghaire-Rathdown County Council**

**Application for the post of:**

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| **STAFF OFFICER** |

**Notes:** Please return this application form before the closing date of **Thursday 13th June 2019 at 4pm**

1. Applications will only be accepted in hard copy form and **must** be typed. **NO EMAIL APPLICATIONS WILL BE ACCEPTED.**
2. Please return **4 hard copies in total** of the application form (1 original and 3 copies).
3. Do not enclose any CVs or related documents with this form.
4. Dún Laoghaire-Rathdown County Council will not reimburse any travel expenses necessary to attend the interview.
5. Before you return the form, please insure that you have completed all sections and that you have signed the declaration at the end of the form.
6. Please note that you may be asked to provide evidence of the National Framework of Qualifications level of your qualifications and copy of certificates verifying qualifications. The onus is on the candidates to establish eligibility in this application form.
7. Canvassing by or on behalf of the applicant will automatically disqualify.
8. Please note that applicants will be shortlisted on the basis of the information supplied on this application form.
9. When completing this application form, please continue on additional pages if necessary, setting out the information in the same manner as indicated.
10. Queries may be made to the Human Resources Section, Dún Laoghaire-Rathdown County Council, County Hall, Marine Road, Dún Laoghaire, Co. Dublin or by telephone on 01-2054854 or email [hr@dlrcoco.ie](mailto:hr@dlrcoco.ie).

**Dún Laoghaire-Rathdown County Council is an equal opportunities employer and welcomes applications from people with disabilities**

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| **SECTION A – PERSONAL DETAILS** |

|  |  |
| --- | --- |
| **Surname:** | **Forename(s):** |
| **Address:** | **Home Telephone:** |
| **Work Telephone:** |
| **Mobile Tel Number:** |
| **Eircode:** | **Email address:** |

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| **Source of application (Name of newspaper/Website, etc.):** |

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| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s)** | **Examinations Taken** | **Subject** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
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**ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | | **University, College or Examining Authority** | **Qualification Obtained** | **Level in the National Frameworks of Qualifications** | **Year Qualification Obtained** | **Final Year Examination Subjects** |
| **From** | **To** |
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**RELEVANT TRAINING /COURSES (OPTIONAL):**

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| **SECTION C – EMPLOYMENT RECORD** |

Please give below, in date order **(starting with your current employer)** full details of all employment between the date of leaving school or college and the present dates. Please do not leave any period between these dates unaccounted for. If necessary, continue on a separate sheet, setting out the information in the same manner as below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  | **Dates:** | |
| **FROM** | **TO** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or rmanent:** |  | | |
| **Duties / Responsibilities / Experience/ Achievements:** | | | |
| **Reason for Leaving:** | | | |
|  | | | |
| **Employer:** |  | **Dates:** | |
| **FROM** | **TO** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Duties / Responsibilities / Experience/ Achievements:** | | | |
| **Reason for Leaving:** | | | |

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates:** | |
| **FROM** | **TO** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Duties / Responsibilities / Experience/ Achievements:** | | | |
| **Reason for Leaving:** | | | |
|  | | | |
| **Employer:** |  | **Dates:** | |
| **FROM** | **TO** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Duties / Responsibilities / Experience/ Achievements:** | | | |
| **Reason for Leaving:** | | | |

**RELEVANT EXPERIENCE – RANGE & DEPTH**

**Candidates will be required at interview to demonstrate the following:**

* knowledge and understanding of local government structure including service requirements;
* Understanding key challenges facing the Local Government sector and DLRCC;
* Understanding of the role of Staff Officer

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas set out hereunder. A summary definition of skills area is provided for your information.

Shortlisting may apply based on the information supplied on application forms and the requirements of the position.

**Candidates called for interview will be assessed on the following competencies.**

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| **COMPETENCY** | **CANDIDATES WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO:** |
| **DELIVERING RESULTS** | * Translate the business or team plan into clear priorities and actions for their area of responsibility; * Plan work and allocation of staff and other resources effectively; * Implement high quality service and customer care standards; * Make decisions in a timely and well informed manner. |
| **In the space below, please give an example of a situation where you best demonstrated your ability in this area.**  **(Not to exceed 200 words).** | |
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| **COMPETENCY** | **CANDIDATES WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO:** |
| **Performance Management** | * Lead and develop the team to achieve corporate objectives; * Effectively manage performance. |
| **In the space below, please give an example of a situation where you best demonstrated your ability in this area**  **(Not to exceed 200 words).** | |
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| **COMPETENCY** | **CANDIDATES WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO:** |
| **Personal Effectiveness** | * Take initiative and is open to taking on new challenges or responsibilities; * Manage time and workload effectively; * Maintain a positive and constructive and enthusiastic attitude to their role. |
| **In the space below, please give an example of a situation where you best demonstrated your ability in this area**  **(Not to exceed 200 words).** | |
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| **SECTION D – ADDITIONAL INFORMATION** |

**REFEREES:**

Give names and addresses of two responsible persons, to whom you are well known but not related for Employer / Character references. Please note that any Referee will not be contacted without applicants consent.

* Current employer – if you are currently employed
* Previous employer / Responsible person for employer or character reference

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| --- | --- |
| **Name:** |  |
| **Position Held:** |  |
| **Company Name:** |  |
| **Address:** |  |
| **Contact Tel No.:** |  |
| **Email:** |  |
| **Details of Employer:** |  |
|  | |
| **Name:** |  |
| **Position Held:** |  |
| **Company Name:** |  |
| **Address:** |  |
| **Contact Tel No.:** |  |
| **Email:** |  |
| **Details of Employer:** |  |

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| **Please use this space to outline any other information not already included which you feel may support your application e.g. leisure interest , hobbies, membership of clubs, travel, etc.** |

Do you require an employment permit / visa / authorisation to work in Ireland **YES/NO**

* **If answer is YES, please note that any offer of employment will be conditional upon being**

**legally entitled to live and work in Ireland for Dun Laoghaire Rathdown Co. Co.**

**N.B. PLEASE ATTACH COPY OF RELEVANT PERMIT/VISA/WORK AUTHORISATION WITH APPLICATION FORM**

Have you any objections to Dún Laoghaire- Rathdown County Council contacting your present **YES/NO**

and/or previous employers?

Are you in receipt of a superannuation allowance in respect of previous employment in the Public Service? **YES/NO**

If yes, please give details of pension and date granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntary redundancy/ early retirement from a local authority or any **YES/NO**

other Public Service organisation by which you were employed?

If yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current, full driving licence? **YES/NO**

If yes, please specify classes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require any special facilities/ arrangements for the interview (e.g. wheelchair access etc.) **YES/NO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I, the undersigned, HEREBY DECLARE all the foregoing particulars to be true and give my permission for any enquiries to be made to establish such matters as age, qualifications, experience, character and for the release by other people, agencies, police authorities or organizations of such information as may be necessary to Dún Laoghaire- Rathdown County Council for that purpose. This may include enquiries from past/ present employers and the submission of the application is taken as consent to this.**

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you wish to ensure that your application has been received in **Human Resources Dún Laoghaire- Rathdown County Council please insert your email address below.**

**Email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please notify this office if you do not receive an acknowledgement.**

**COMPETITION: STAFF OFFICER –008128**

**PLEASE PRINT NAME BELOW:**

|  |  |
| --- | --- |
| **Name:** | |
| **Acknowledged:**  **(office use only)** | **Date:** |

I hereby acknowledge receipt of your application for the post of **Staff Officer (008128).** You will be contacted in due course with regard to the next stage of the competition.

Yours sincerely,

**Human Resources**