|  |  |
| --- | --- |
| **FOR OFFICE USE ONLY** | |
| Applicant Number: |  |
| Shortlisted Y/N |  |
| Competition ID number: | **009549** |

**Dún Laoghaire-Rathdown County Council**

**Application for the post of:**

|  |
| --- |
| RESIDENT ENGINEER TEMPORARY 3 YEAR POST (OPEN) ID 009549 |

**Notes:** Please return this application form before the closing date of **Thursday 9th June 2022**

1. Applications for this competition will **only** be accepted by email to **careers@dlrcoco.ie** in the following format: **pdf.**
2. **Do not** attach any C.V.’s or related documents with this form.
3. Dún Laoghaire-Rathdown County Council will not reimburse any travel expenses necessary to attend the interview.
4. Before you return the form, please ensure that you have completed all sections and that you have read the declaration at the end of the form and have printed your name as consent to same.
5. 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.
6. Canvassing by or on behalf of the applicant will automatically disqualify.
7. Please note that applicants may be shortlisted on the basis of the information supplied on this application form.
8. When completing this application form, please continue on additional pages if necessary, setting out the information in the same manner as indicated.
9. 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**

|  |  |
| --- | --- |
| **SECTION A – PERSONAL DETAILS** | |
| **Surname:** | **Forename(s):** | |
| **Address:** | **Home Telephone:** | |
| **Work Telephone:** | |
| **Mobile Tel Number:** | |
| **Eircode:** | **Email address:** | |
| **DLRCC Employee No: (if applicable)** |  | |
| **Source of application (Name of newspaper/Website, etc.):** |  | |

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

**GENERAL EDUCATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s)** | **Examinations Taken** | **Subject** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**RELEVANT TRAINING /COURSES (OPTIONAL):**

|  |
| --- |
|  |

|  |
| --- |
| **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 Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |
|  | | | |
| **Employer:** |  | **Dates:** | |
| **From** | **To** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |
| **Employer:** |  | **Dates:** | |
| **From** | **To** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |
|  | | | |
| **Employer:** |  | **Dates:** | |
| **From** | **To** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |
|  | | | |
| **Please indicate the reason(s) for seeking the position applied for:** | | | |

**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 Resident Engineer

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.**

|  |  |  |
| --- | --- | --- |
| **COMPETENCY** | **CANDIDATES WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO:** | |
| **MANAGING RESOURCES.** | * Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste. * Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives. * Ensures best value and efficiency in service delivery. * Intervenes in a timely manner if work activities go over budget. * Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered effectively. * Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose. | |
| **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)** | | |
|  | | |
| **COMPETENCY** | | **CANDIDATES WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO:** |
| **DELIVERING RESULTS.** | | * Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation. * Delivers the key outcome and results that are required, through careful operational planning and the management and measurement of performance outcomes. * Determines key delivery elements within a project or plan. * Delivers projects and tasks on time, within budget and achieving expected performance standards. * Assesses feedback and evaluates outcome to drive continuous improvement. * Is aware and understands relevant legislation, regulation and policies that determine local government operations and Safety, Health and Welfare at Work Regulations. |
| **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)** | | |
|  | | |

|  |  |
| --- | --- |
| **COMPETENCY** | **CANDIDATES WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO:** |
| **COMMUNICATING EFFECTIVELY** | * Recognises the value of and requirement to communicate effectively with all employees. * Has effective verbal and written communications skills. Has good interpersonal skills. * Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. * Is effective in communicating a complex or technical message, using language appropriate to the audience. |
| **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)** | |
|  | |

|  |  |
| --- | --- |
| **COMPETENCY** | **CANDIDATES WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO:** |
| **PERSONAL EFFECTIVENESS** | * Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace. * Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. * Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others. * Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved. * Demonstrates and encourages innovation and new thinking. |
| **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)** | |
|  | |

|  |
| --- |
| **SECTION D – ADDITIONAL INFORMATION** |

**REFEREES:**

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are, or have been in employment, referees should be existing or former employers)

|  |  |
| --- | --- |
| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **E-mail Address:** |  |
| **Contact Tel No.:** |  |
| **Details of Employer:** |  |
|  | |
| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **E-mail Address:** |  |
| **Contact Tel No.:** |  |
| **Details of Employer:** |  |

|  |
| --- |
| **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.** |

Have you any objections to Dún Laoghaire- Rathdown County Council contacting your present

and/or previous employers? **YES/NO**

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

other Public Service organisation by which you were employed? **YES/NO**

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

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

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

It is a requirement of Dún Laoghaire – Rathdown County Council that you take up duty within six weeks following an offer of employment.

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I 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.**

**THE SUBMISSION OF THIS APPLICATION IS TAKEN AS CONSENT TO THE FOREGOING.**

PRINT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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