**DÚN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**APPLICATION FORM FOR THE POST OF**

**MUSIC GENERATION DEVELOPMENT OFFICER**

**MUSIC GENERATION DÚN LAOGHAIRE RATHDOWN**

**(TEMPORARY 5 YEAR FIXED TERM CONTRACT – COMP 008488)**

**Please note it is proposed to hold interviews for this post**

**in December 2019**

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| **POST TITLE:** | **MUSIC GENERATION DEVELOPMENT OFFICER, MUSIC GENERATION DÚN LAOGHAIRE RATHDOWN** |
| **CLOSING DATE:** | **4PM Thursday 28th November 2019** |

**Please note:**

Boxes may be expanded as required – please comply with maximum word count requirements.

Late and / or incomplete applications will not be accepted.

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| **FOR OFFICE USE ONLY** | |
| Applicant Number: |  |
| Shortlisted Y/N |  |
| Competition ID number: | **008488** |

**Application for the post of:**

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| **MUSIC GENERATION DEVELOPMENT OFFICER - 5 YEAR TEMPORARY FIXED TERM CONTRACT**  **– OPEN COMPETITION** |

Please return this application form before the closing date of **Thursday 28th November 2019 - 4pm.**

1. Applications for this competition **must be typed** and will **only** be accepted by email to **careers@dlrcoco.ie** in the following format only: **pdf; An automated reply will be delivered to the applicant by return.**
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 insure 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).

**DUN Laoghaire-Rathdown County council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the employment equality act**

1. **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **First Name:** | | **Surname:** |
|  | |  |
| **Home Address:** | | **Correspondence Address: *(if different)*** |
|  | |  |
| **Home Phone Number:** | | **Mobile Phone Number:** |
|  | |  |
| **Email Address:** |  | |

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| **Have you an EU Passport or work permit to work in the Republic of Ireland:** |  |

**PENSION/REDUNDANCY HISTORY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you in receipt of a Pension and/or Redundancy in respect of previous public service employment: | | | | |
|  |  | | | |
| Education Sector (Tick **√** as appropriate): | **YES** |  | **NO** |  |
| Public Service (Tick **√** as appropriate): | **YES** |  | **NO** |  |

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| --- | --- |
| If Yes, to either of the above please state type of Pension/Pension Strand and/or redundancy scheme if applicable |  |
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1. **PRESENT POSITION**

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| --- | --- | --- |
| **Please give details of your current position:** | | |
| **Employer Name and Address:** | **Job Title/Grade:** | **Notice Period:**  *(how soon after an offer of appointment would you be in a position to take up employment)* |
|  |  |  |

1. **QUALIFICATIONS**

|  |  |
| --- | --- |
| **3.1 Primary Degrees/Diplomas Title**: | |
| **University/Institute/College:** | |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied (please indicate first year and final year subjects):** | |

|  |  |
| --- | --- |
| **3.2 Post Graduate Degrees/Diplomas Title:** | |
| **University/Institute/College:** | |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied (please indicate first year and final year subjects):** | |

|  |  |
| --- | --- |
| **3.3 Post Graduate Degrees/Diplomas Title:** | |
| **University/Institute/College:** | |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied (please indicate first year and final year subjects):** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.4 Other Skills Training/Courses relevant to this Post:** | | | | |
| **Duration of Course** | **Year completed** | **Title of Skills Training/Courses** | **Award** | **Training/Awarding Body** |
|  |  |  |  |  |
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1. **FORMAL/NON-FORMAL LEARNING**

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| This may include IT upskilling, involvement in partnership committees/sub-committees, attendance at  Seminars, representative role(s) and other professional development |
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1. **WORK EXPERIENCE**

| **5.1 Please provide details of your work history beginning with the most recent position:** | | | |
| --- | --- | --- | --- |
| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) | | | |

1. **RELEVANT EXPERIENCE**

| **6.1 Please provide details of relevant experience in music / music education or a related area if not already provided under ‘Employment History’ above:** | | | |
| --- | --- | --- | --- |
| **Dates**  **(From/To):** | **Name and Address of Employer (or in the case of voluntary, work, name of organisation/group):** | **Position Held and**  **Whole-time or Part-time:** | **Reasons for Leaving:** |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer (or in the case of voluntary, work, name of organisation/group):** | **Position Held and**  **Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) | | | |

1. **THE ROLE AND FUNCTION OF MUSIC GENERATION DEVELOPMENT OFFICER**

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| A number of key competencies have been identified as being essential for the effective performance of the role and function of **MUSIC GENERATION DEVELOPMENT OFFICER**  These competencies are as follows:   * Leadership, Initiative and Managing Teams * Drive, Commitment and Delivery of Results * Leadership in Effective Partnerships and Networks * Managing and Developing Initiatives and Programmes * Self-Awareness and Self-Management |
| **Outline, in one or more example(s) below, how and where you have displayed each of these competencies (no more than 250 words per competency). The example(s) may be drawn from your professional or personal experience.** |

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| --- |
| **7.1 Leadership, Initiative and Managing Teams:** (Max 250 words) |
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| **7.2 Drive, Commitment and Delivery of Results:** (Max 250 words) |
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| **7.3 Leadership of Effective Partnerships and Networks:** (Max 250 words) |
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| **7.4 Managing and Developing Initiatives and Programmes:** (Max 250 words) |
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| **7.5 Self-Awareness and Self-Management:** (Max 250 words) |
|  |

1. **QUALITIES AND SKILLS**

|  |  |
| --- | --- |
| Please list 3 each of your qualities and skills which you consider most relevant to this post | |
| Qualities |  |
|  | |
|  | |
| Skills |  |
|  | |
|  | |
| Please list your reasons for applying for this position: (Max 500 words) | |
|  | |

**9. ADDITIONAL INFORMATION**

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| **9.1 Additional Information**  This section is for you to provide any additional information which you consider relevant to your application for the role of Music Generation Development Officer. (Max 500 words) |
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**10. REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. [*Please note: your referees may be contacted without further communication with you]*.

***Present or most recent employer:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
|  | | | |

***Other referee:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
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**11. DECLARATION**

**If this section is not completed, your application will not be considered for processing.**

Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES  NO

Were you the subject of any allegation of criminal conduct or wrongdoing towards any individual(s)?

YES  NO

Are you aware of any material circumstance in respect of your own conduct which impinges on the welfare of a minor?

YES  NO

Are you aware of any material circumstance in respect of your own conduct which impinges on the welfare of an adult?

YES  NO

|  |
| --- |
| **If you tick Yes to any of the above, please provide details:** |

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if Dún Laoghaire-Rathdown County Council is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

DLR County Council undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on DLR County Council, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Council’s Child Safeguarding Statement and the Council’s Policy and Procedures for the Protection and Safeguarding of Children or pursuant to any legal obligation imposed on Dún Laoghaire-Rathdown County Council to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position Dún Laoghaire-Rathdown County Council is obliged to comply with the terms of current Departmental circular letters.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that ‘any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be subject of Garda Vetting’

Based on information supplied on the application form, Dún Laoghaire -Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

***The first interview may reduce the initial short list and remaining candidates may be invited for a subsequent interview****.*

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Recruitment to posts within Dún Laoghaire-Rathdown County Council is on the basis of merit as assessed at interview and supported by references.

Data will be processed in accordance with Dún Laoghaire-Rathdown County Council’s Data Protection Policy and retained in accordance with the records’ retention schedule therein.

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Have you any objections to Dún Laoghaire- Rathdown County Council contacting your present and/or previous employers?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YES/NO**

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**

please specify classes: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you require any special facilities/ arrangements for the interview (e.g. wheelchair access etc)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YES/NO**

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

**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.**

**AN AUTOMATED REPLY WILL BE DELIVERED TO THE APPLICANT BY RETURN.**

**PRINT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**