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| FOR OFFICE USE ONLY | |
| Applicant Number: |  |
| Shortlisted Y/N |  |
| Competition ID number: | 010048 |

**Dún Laoghaire-Rathdown County Council**

**Application for the post of:**

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| HERITAGE OFFICER (OPEN) (010048) |

**Notes:** Please return this application form before the closing date of **Thursday 9th February 2023 – 12 noon.**

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 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).

**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**

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| 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.): |  | |
|  |  | |

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| 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 |
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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 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: | | | |

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| SECTION D – COMPETENCIES |

In each of the following four competencies you are asked to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary for the position of Resettlement Officer.

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| **Strategic Management and Change**  **Briefly explain in no more than 200 words examples which you feel best demonstrate your ability/capacity under this competency:**     * **Strategic Ability**   Displays the ability to think and act strategically.  Thinks long term.  Can translate organisational mission and vision into clear specific and achievable objectives.  Demonstrates innovation and creativity to secure successful strategic outcomes.   * **Political Awareness**   Has a clear understanding of the political reality and context of the organisation.   * **Networking and Representing**   Develops and maintains positive and mutually beneficial relationships.  Builds networks of relevant contacts.  Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.   * **Bringing about Change**   Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change. |
|  |
| **Delivering Results**  **Briefly explain in no more than 200 words examples which you feel best demonstrate your ability/capacity under this competency:**   * **Problem Solving and Decision Making**   Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made.  Can act decisively with complex information and multiple stakeholders.   * **Operational Planning**   Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods.  Establishes high quality service and customer care standards.   * **Delivering Quality Outcomes**   Promotes the achievement of quality outcomes in delivering services.  Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively. |
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| **Performance through People**  **Briefly explain in no more than 200 words examples which you feel best demonstrate your ability/capacity under this competency:**   * **Leading and Motivating**   Motivates others individually and in teams to deliver high quality work and customer focused outcomes.  Develops effective and productive workplace relationships.  Leads by example in terms of commitment, flexibility and a strong customer service ethos.   * **Managing Performance**   Effectively manages performance.  Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.   * **Communicating Effectively**   Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups. |
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| **Personal Effectiveness**  **Briefly explain in no more than 200 words examples which you feel best demonstrate your ability/capacity under this competency:**     * **Relevant Knowledge**   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.   * **Resilience and Personal Well Being**   Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.   * **Integrity**   Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others   * **Personal Motivation, Initiative and Achievement**   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 |
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**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)

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| --- | --- |
| 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: |  |

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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. |

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 one month following an offer of employment.

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

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**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**