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| **FOR OFFICE USE ONLY** |
| Applicant Number: |  |
| Shortlisted Y/N |  |
| Competition ID number: | **009089** |

**Dún Laoghaire-Rathdown County Council**

**Application for the post of:**

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| SENIOR LIBRARY ASSISTANT – OPEN 009089 |

1. **Note:** Please return this application form before the closing date of **Thursday 1st July 2021 – 12 noon.**
2. Applications for this competition **must be typed** and will **only** be accepted by email to **careers@dlrcoco.ie** in the following format: **pdf.**
3. **Do not** attach any C.V.’s 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 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.
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 may 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.

**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** |
|  |  |  |  |  |  |
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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 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:**

* **Delivering Results**
* **Customer Service**
* **Performance Through People**
* **Personal Effectiveness.**

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.

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| **COMPETENCY** | **CANDIDATES WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO:** |
| **Delivering Results** | * Demonstrate knowledge and understanding of the local authority sector, the library service and the role of the Senior Library Assistant in this context;
* Demonstrate experience of organising work programme and implementing solutions;
* Demonstrate experience of managing resources;
* Demonstrate experience of identifying problems and contributing to solutions;
* Plan and organise workloads in order to meet deadlines;

Demonstrate ability to be flexible and open to change. |
| **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:** |
| **Customer Service** | * Demonstrate positive customer service attitude when dealing with members of the public and other stakeholders;
* Demonstrate an awareness of the needs of customers and need for delivery of high-quality service and customer care standards;
* Constructively challenge existing approaches to improve efficient modern customer service delivery;
* Maintain a focus on dealing with customers in an effective, efficient and respectful manner;
* Ability to resolve conflict situations.
 |
| **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 through People** | * Demonstrate ability to supervise staff;
* Demonstrate experience of engaging with staff and the team in a motivational and supportive way;
* Demonstrate ability to resolve conflict situations;

Demonstrate ability to lead by example and show initiative. |
| **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** | * Demonstrate experience of building and maintaining positive working relationships;
* Demonstrate experience of effective communication skills;
* Manage time and workload effectively;
* Take initiative and is open to taking on new challenges or responsibilities;
* Maintain a positive and constructive and enthusiastic attitude to their role.
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| **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** |

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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.**  |

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| **SECTION E – ADDITIONAL INFORMATION** |

**REFEREES:**

Please provide contact details below 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:** |  |
| **Contact Tel No.:** |  |
| **Email Address:** |  |
| **Details of Employer:** |  |
|  |
| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **Contact Tel No.:** |  |
| **Email Address:** |  |
| **Details of Employer:** |  |

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?

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**

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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.**

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