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| **FOR OFFICE USE ONLY** |
| Applicant Number: |  |
| Shortlisted Y/N |  |
| Competition ID number: | **008229** |

**Dún Laoghaire-Rathdown County Council**

**Application for the post of:**

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| **STAFF OFFICER – LIBRARY SRVICES – COMMON RECRUITMENT POOL - 008229** |

**Notes:** Please return this application form before the closing date of **Thursday 1st August 2019 - 4pm.**

1. Applications will **only** be accepted in hard copy form. Please return **4 hard copies in total** of the application form (1 original and 3 copies).
2. **Do not** enclose 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 signed the declaration at the end of the form.
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.

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

**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;
* Excellent interpersonal skills;
* Excellent verbal and written communication skills;
* Has experience and efficient working knowledge of ICT systems and their benefits.
 |
| **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;
* Demonstrate knowledge of the role of Staff Officer - Libraries;
* Personal motivation.
 |
| **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 (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 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, 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 the **Dún Laoghaire- Rathdown County Council’s Human Resources Department**, please print your name and e-mail address in the relevant area below.

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

**COMPETITION: STAFF OFFICER – LIBRARY SRVICES – COMMON RECRUITMENT POOL - 008229**

If you wish to receive an **email acknowledgement** please state your email address below:

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

You will be contacted in due course with regard to the next stage of the competition.

Yours sincerely,

**Human Resources Department**