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| **FOR OFFICE USE ONLY** | |
| Applicant Number: |  |
| Shortlisted Y/N |  |
| Competition ID number: | **011492** |

**Dún Laoghaire-Rathdown County Council**

**Application for the post of:**

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| **SENIOR LEGAL ASSISTANT - COMP. I.D. 011492** |

Notes: Please return this application form before the closing date **of Thursday 10th April 2025 – 12 noon.**

1. Applications for this competition **must be typed** and will **only** be accepted by email to [**careers@dlrcoco.ie**](mailto: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, A96 K6C9 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** |

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| **Surname:** | **Forename(s):** |
| **Address:** | **Mobile Tel Number:** |
| **Eircode:** | **Email address:** |
| **DLRCC Employee No: (if applicable)** | **Source of application (Public Jobs/DLR Website, etc.):** |

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

**GENERAL EDUCATION:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of**  **Secondary School (s)** | **Examinations Taken** | **Subject** | **Level H/O/F** | **Results** |
| **From** | **To** |
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**ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | | **University, College, or Examining Authority** | **Title of 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 date.

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 MM/YYYY** | **To MM/YYYY** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  | **Dates:** | |
| **From MM/YYYY** | **To MM/YYYY** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates:** | |
| **From MM/YYYY** | **To MM/YYYY** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |

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| Please indicate the reason(s) for seeking the position applied for: |
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| **SECTION D – COMPETENCIES** |

In each of the following 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.

**In each of the competencies below, briefly explain in approximately 200 words examples which you feel best demonstrate your ability/capacity in these areas.**

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| **MANAGEMENT & CHANGE** |
| * Is effective in translating corporate mission and objectives into operational plans and outputs; * Develops and maintains positive, productive and beneficial working relationships; * Effectively manages the introduction of change and demonstrate flexibility and openness to change. |
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| **DELIVERING RESULTS** |
| * Contributes to the development of operational plans and leads the development of team plans; * Plans and prioritises work and resources effectively; * Establishes high quality services and customer care standards; * Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations. |
|  |
| **Leading, Motivating, Managing Performance and Communicating Effectively** |
| * Leads, motivates and engages employees to achieve quality results and to deliver on operational plans; * Effectively manages team and individual performance; * Has excellent communication, verbal and written skills. |
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| **Personal Effectiveness** |
| * Takes initiative and seeks opportunities to exceed goals; * Manages time and workload effectively; * Maintains a positive, constructive and enthusiastic attitude to their role. * Possesses good IT and presentation skills including a working knowledge of case management systems together with an ability to manage and develop IT services and resources |
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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:**

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:** |  |
| **Email:** |  |
| **Contact Tel No.:** |  |
| **Details of Employer:** |  |
|  | |
| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **Email:** |  |
| **Contact Tel No.:** |  |
| **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? **YES/NO**

If so is it Manual or Automatic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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? **YES/NO**

If **yes** please outline the type of support you require below:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

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

**Employment opportunities are accessible to all potentially qualified applicants including people with disabilities. If you have a disability and require any reasonable adjustments, or your first language is not English and you require any assistance with any aspect of our recruitment and selection process please call 01 2054854.**