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| **FOR OFFICE USE ONLY** |
| Applicant Number: |  |
| Shortlisted Y/N |  |
| Competition ID number: | **009808** |

**Dún Laoghaire-Rathdown County Council**

**Application for the post of:**

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| **ADMINISTRATIVE OFFICER**  |

**Notes:** Please return this application form before the closing date of **12 Noon Thursday 13th of October 2022**

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;**
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.

**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:** |  |
| **Duties / Responsibilities / Experience/ Achievements:** |
| **Reason for Leaving:** |
|  |
| **Employer:** |  | **Dates:** |
| **FROM**  | **TO** |
| **Address:** |  |  |  |
| **Nature of Business:** |  |
| **Position Held:** |  |
| **Temporary or Permanent:** |  |
| **Duties / Responsibilities / Experience/ Achievements:**  |
| **Reason for Leaving:** |

|  |  |  |
| --- | --- | --- |
| **Employer:** |  | **Dates:** |
| **FROM** | **TO** |
| **Address:** |  |  |  |
| **Nature of Business:** |  |
| **Position Held:** |  |
| **Temporary or Permanent:** |  |
| **Duties / Responsibilities / Experience/ Achievements:** |
| **Reason for Leaving:** |
|  |
| **Employer:** |  | **Dates:** |
| **FROM**  | **TO** |
| **Address:** |  |  |  |
| **Nature of Business:** |  |
| **Position Held:** |  |
| **Temporary or Permanent:** |  |
| **Duties / Responsibilities / Experience/ Achievements:**  |
| **Reason for Leaving:** |

**Please indicate the reason(s) for seeking the position applied for:**

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| **SECTION D – COMPETENCIES OF ADMINISTRATIVE OFFICER** |

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 Administrative Officer.

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| **Management and Change:****Briefly explain in no more than 200 words examples which you feel best demonstrate your ability/capacity under this competency:*** Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies
* Clear understanding of political reality and context of the local authority
* Embeds good governance practices into day to day activities, practices and processes
* Develops and maintains positive and productive professional relationships both internally and externally to the local authority
* Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change
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| **DELVERING RESULTS:****Briefly explain in no more than 200 words examples which you feel best demonstrate your ability/capacity under this competency:*** Acts decisively and makes timely, informed and effective decisions
* Pinpoints critical information and addresses issues logically
* Develops operational and team plans having regard to corporate priorities, operational objectives and available resources
* Establishes high quality service and customer care standards
* Allocates resources effectively to deliver on operational plans
* Identifies and achieves efficiencies
* Ensures compliance with legislation, regulation and procedures
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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:*** Effectively manages performance of individuals and teams to achieve operational plan targets and objectives
* Leads by example to motivate staff in the delivery of high quality outcomes and customer service
* Develops staff potential
* Manages underperformance or conflict
* Understands effective communications at all levels within the organisation
* Actively listen to others
* Demonstrates high level of verbal and written communication skills
* Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
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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:*** Initiative and creativity
* Enthusiasm and positivity about the role
* Resilience and Personal Well-Being
* Personal Motivation
* Understands the importance of corporate governance
* Commitment to integrity & good public service values
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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:** |  |
| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**