***CARLOW COUNTY COUNCIL - APPLICATION FORM***

***Comhairle Chontae Ceatharlach - Foirm Iarratais***

A logo for a county

Description automatically generated

***County Buildings,***

***Athy Road,***

***Carlow***

**R93 E7R7**

***Telephone:* (059) 9170300 *Fax:* (059) 9141503**

**FOUR APPLICATION FORMS (one signed original and three full copies)** when completed, should be returned to the Administrative Officer, Human Resources Department, Carlow County Council, County Buildings, Athy Road, Carlow, not later than **12.00 NOON ON FRIDAY, 12th JULY 2024.** (Completed application forms should be forwarded in sufficient time in order to ensure receipt by this deadline). **Curriculum Vitae or applications by email or fax will NOT be accepted.**

**POST OF ADMINISTRATIVE OFFICER**

|  |  |
| --- | --- |
| **Please indicate which panel(s) you wish to be considered for:** | |
| **Panel A** – Confined to current employees of Carlow County Council only |  |
| **Panel B** – Confined to current employees of the Local Authority Sector only |  |
| **Panel C** - Open |  |

**PERSONAL DETAILS**

1. **Name in Full**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** **Postal Address *[Block letters]*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Notify any change at once* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in writing

**3. Tel. Nos.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***[Home] [Work] [Mobile]***

**4.** **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Driving Licence Details: Driving Licence No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Do you possess a full, unendorsed driving licence Yes No No**

**7. Do you require a work permit/ working authorisation visa Yes No No**

**WORK REFERENCES:**

**Give name, address and occupation of two responsible persons (not relatives) to whom you are personally known. Please include your current / most recent employer details.**

**1**.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **2**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

***Carlow County Council welcomes applications from disabled people and information about disability is only requested on the application form in order that appropriate arrangements for the aptitude test and /or interview can be made, if necessary.***

**Do you consider yourself disabled? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you registered disabled? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you consider yourself disabled, please give details of any specific requirements you may need for interview arrangements:**

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**EDUCATION / TRAINING**

1. **Please list all educational and technical qualifications giving period with dates spent at each school/college and particulars of Certificates [if any] obtained. A copy of your results should be included with your application to determine your eligibility if necessary in accordance with the educational criteria as detailed in the Candidate Information Booklet.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **School/College Attended** | **Examination** | **Year Taken** |
| **From** | **To** |  |  |  |
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1. **Please list all training courses undertaken (either in-house or privately):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Organisation/Body** | **Course Title** | **Qualifications obtained** |
| **From** | **To** |  |  |  |
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**EMPLOYMENT RECORD**

***Remember you may be shortlisted based on the information you supply in the Application Form. Candidates are advised not to submit a Curriculum Vitae. Anything you write may be discussed in more depth, should you be called to interview.***

1. Give below details of present position.

**PRESENT POSITION**

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FROM (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAIN RESPONSIBILITIES [in bullet point format]:**

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

**2. Give below in date order full particulars of ALL other relevant employment or experience to date. Indicate clearly the type of experience, especially experience specified as essential or desirable in the qualifications for the post.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | | **Name & Address of Employer** | **TITLE OF POST & DESCRIPTION OF DUTIES**  ***Please indicate whether post is Permanent/***  ***Temporary/Acting]*** |
| **Period in Months** | **From** | **To** |
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***Competencies***

A number of key competencies (necessary skills and qualities) have been identified as being essential for the effective performance of the role of **ADMINISTRATIVE officer.**

Shortlisting may apply based on the information supplied on application form and requirements of the position.

Outline one brief example of how and where you have displayed the competencies below. The example may be drawn from your experience in various settings including professional, community or voluntary.

**Candidates called for interview will be assessed on the following competencies:**

|  |
| --- |
| **Management and Change:** |

**Delivering Results:**

**Performance Through People:**

**Personal Effectiveness:**

**Relevant Knowledge And Experience:**

**Please indicate any particular experience and/or achievements you consider relevant to this post:**

|  |
| --- |
|  |

**List any leisure interest, distinguishing those in which you are actively involved:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**If appointed, what is the earliest date you can take up duty: \_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORISATION & DECLARATION BY CANDIDATE**

* **I hereby authorise Carlow County Council if necessary to verify separately my educational qualifications with any of the Educational Institutions I attended.**
* **I hereby authorise Carlow County Council, if necessary, to make an Application for Garda Vetting.**
* **I solemnly declare that the replies to the questions written above by me to Carlow County Council are true and complete and I have not withheld any material fact. I note that any incorrect answer given by me, or the withholding of any material facts, may result in my not being considered for employment with Carlow County Council, or after employment, in my dismissal.**

**I, THE UNDERSIGNED, HEREBY SOLEMNLY DECLARE, ALL THE FOREGOING PARTICULARS TO BE TRUE**

**SIGNATURE OF APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**NOTE: FOUR FULLY COMPLETED APPLICATION FORMS (original signed copy plus 3 full copies) must be submitted. Curriculum Vitae or applications by email or fax will NOT be accepted.**

* **Before signing the above please ensure that you have replied fully to all questions and that you have included 4 copies of your application form. You should also satisfy yourself that you are eligible under the qualifications. Carlow County Council may not be in a position to investigate the eligibility of all candidates in advance of the interview / examination, and hence persons who are ineligible but nevertheless enter may put themselves to unnecessary expense.**
* **In accordance with the principles of the General Data Protection Regulations, the information sought in relation to this recruitment campaign will not be used for any other purpose by Carlow County Council and will be destroyed following the expiry of any panel put in place in respect of this competition.**
* **If you wish to have your application form acknowledged please enclose a stamped addressed envelope.**
* **Applications received after the closing date (12.00 Noon on FRIDAY, 12th July 2024) will NOT be considered.**

**it should be clearly noted that canvassing on behalf of candidates will lead to their disqualification from the competition**

***CARLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER***