**Comhairle Contae An Chabháin**

**Cavan County Council**

**Application Form**

#  Cavan County Council



**Cavan County Council is an equal opportunities employer**

Please return 4 no. signed hard copies of this application form together with 4 no. copies of any additional documentation to the Human Resources Section, Cavan County Council, Farnham Centre, Farnham St., Cavan, so as to arrive not later than **4.00 p.m. on Friday 20th July, 2018**

Position: **Assistant Staff Officer**

**1.** Name in full (Block Letters)

**2.** Postal Address (Block Letters)

**3.** Telephone No. Work

Home

 Mobile

E-Mail Address

**4.** Do you hold a current full driving licence  **Yes No**

**5.** Do you require a work visa/work permit **Yes No**

**6. Education**

**General Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Period | School or College Attended  | Examinations Taken (with dates) | Results  |
|  |  |  |  |

**Where applicable, please submit copy of Leaving Certificate results with application**

**Academic, Professional Or Technical Qualifications (if any)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period | Name of College/ University  | Part/Full Time | Course & Qualification | Grade & Year Obtained |
|  |  |  |  |  |

**Where applicable, please submit copy of qualification with application.**

**Other Relevant Training (if any)**

|  |  |  |
| --- | --- | --- |
| Date | Other Relevant Training (course name) | Qualification received |
|  |  |  |

**NOTE:- Certification & qualifications will be subject to verification post interview and prior to appointment. If you are forwarding any additional documentation, please submit 4 copies.**

**7. Career History**

**Particulars of present appointment**

|  |  |
| --- | --- |
| Employer: |  |
| Position Title: |  |
| Address: |  |
| Perm/Temp: |  |
| Start Date: |  |
| Describe briefly your present position, outlining your main responsibilities and activities, to whom you are responsible and who, if anyone, is responsible to you. |

**8. Previous Employment Record**

Give below, in date order, full particulars of all employment starting with your position immediately preceding your present position to date of leaving school or college. No period between these dates should be left unaccounted.

|  |  |  |  |
| --- | --- | --- | --- |
| From  |  To  | Name and Address of Employer |  Job Title Description of duties/main responsibilities  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**9. Requirements**

**NB. Please consider carefully the information provided in the Briefing Document and Selection Process when completing this section of the application form.**

In the following section of the application form we are interested in finding out what you consider to be the key strengths and achievements, which make you particularly suitable for the role of Assistant Staff Officer in the context of the specific competencies identified for the role.

Please remember the following general points when completing this section:

* It is important that you answer every question.
* If you are completing the form in your own handwriting please ensure that you write your answers neatly and legibly.
* Each question asks you to describe a specific situation about which you have had experience*.* For each section you should write about an example that best describes your experience in relation to the competency mentioned.
* Be specific about one activity that you do at the moment or have done, rather than writing in general terms.
* For each question describe the situation, your role and what happened as a result (maximum of 150 words in total).
* It is a good idea to write/type out your answers in rough before you copy the final version on to this application form.
* Your answers must describe what you have done.

|  |
| --- |
| 1. **Delivering Results/Communicating Effectively**
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| **Assistant Staff Officer** **Delivering Results/Communicating Effectively - competencies for this role are as follows:*** Plan work and allocation of staff and other resources effectively.
* Implement high quality service and customer care standards.
* Have effective written and verbal skills.
 |
| **This role requires the candidate to identify problems and contribute to solutions to achieve objectives and deliver high quality customer care standards. Please give a brief statement of where you have demonstrated this.** |
|  |
| **Total No of Words (Max 150):** |
| 1. **Performance Management and Team Work**
 |
| **Assistant Staff Officer** **Performance Management & Team Work - competencies for this role are as follows:*** Supervise the team or work area to achieve corporate objectives.
* Work as part of a team to ensure delivery of plans and schedules.
* Have a strong team ethic of co-operation and mutual support.
 |
| **This role requires the candidate to lead the team in a manner that provides clarity of purpose and focus on delivery and engages with individual staff and the team in a motivational and supportive way.****Please provide a brief statement of where you have demonstrated this.** |
|  |
| **Total No of Words (Max 150):** |
| 1. **Personal Effectiveness**
 |
| **Assistant Staff Officer** **Personal Effectiveness - competencies for this role are as follows:*** Take initiative and be proactive when he or she sees the opportunity to make a contribution.
* Manage time and workload effectively.
* Maintain a positive and constructive and enthusiastic attitude to their role
 |
| **This role requires the candidate to takes initiative and is proactive when he or she sees the opportunity to make a contribution.** **Please provide a brief statement of where you have demonstrated this.** |
|  |
| **Total No of Words (Max 150):** |
| 1. **Knowledge, Experience and Skills**
 |
| **Assistant Staff Officer** **Knowledge, Experience and Skills for this role are as follows:*** Knowledge and understanding of the structure and functions of local government.
* Knowledge of current local government issues.
* Understanding of the role of an Assistant Staff Officer.
* Relevant administrative experience.
* Experience of working as part of a team.
* Experience of preparing reports and correspondence.
* Knowledge and experience of operative ICT systems
 |
| **Please include below a brief statement (no longer than 150 words) outlining why you wish to be considered for the position and where you feel your knowledge, experience and skills meet the requirements of the position** |
|  |
| **Total No of Words (Max 150):** |

**11.** **References:**

Give names and addresses of two responsible persons to whom you are

well known, but not related. The Council will assume permission to contact

referees ***unless*** the Applicant has stated otherwise.

 **(1)**

Name

Address

Occupation

 ***(2)***

Name

Address

Occupation

**12.** Are you now, or have you been within the past 12 months a member of a

Local Authority?

**Yes No**

**13.** Are you in receipt of a superannuation allowance in respect of an office under

 a Local Authority? Is so, give particulars of pension,

 office of employment, grounds and date upon which is was granted.

 **Yes No**

**14.** Do you require any special facilities/arrangements for the interview

(e.g. wheelchair access etc)

**Yes No**

**15. Please advise where you heard of this vacancy:**

Tick as appropriate

**Local Paper: National Paper: Council Website:**

**Social Media: Face Book: Twitter: LinkedIn:**

Before signing this form, please ensure that you have replied fully to all questions

asked. You should also satisfy yourself that you are eligible under the qualifications.

**I, the undersigned, hereby declare all the foregoing particulars to be true.**

Signature of Applicant

Date

**Communications relating to your application will be by email to the address provided.**

**N.B. Canvassing by or on behalf of the applicant will disqualify**

Application Form Checklist

|  |  |
| --- | --- |
| **Please tick to indicate that you have read and understood the instructions below before submitting your application form.** | * **To indicate that you have read and understood each instruction.**
 |
| All application forms must be submitted fully completed and inclusive of **copies** of all declared Educational Qualification Documents and Driving Licence. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition. |  |
| All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.  |  |
| Ensure that you have answered all questions fully.  |  |
| Applications may be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application and all documentation requested is submitted. |  |
| Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest date and time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, along with all requested documentation is **received** on time in the Human Resources Department, Cavan County Council.  |  |
| Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of posting is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant. |  |
| Please notify the Human Resources Department of any change of address, telephone number or email address. |  |