****Laois County Council**

***PLEASE NOTE THE FOLLOWING INSTRUCTIONS:***

1. *BEFORE SIGNING THIS FORM, PLEASE ENSURE THAT YOU HAVE REPLIED FULLY TO THE QUESTIONS ASKED. YOU SHOULD ALSO SATISFY YOURSELF THAT YOU ARE ELIGIBLE UNDER THE REGULATIONS. THE COUNCIL CANNOT UNDERTAKE TO INVESTIGATE THE ELIGIBILITY OF CANDIDATES IN ADVANCE OF THE INTERVIEW/EXAMINATION, AND HENCE PERSONS WHO ARE INELIGIBLE, BUT NEVERTHELESS, ENTER, MAY THUS PUT THEMSELVES TO UNNECESSARY EXPENSE. LAOIS COUNTY COUNCIL WILL NOT BE RESPONSIBLE FOR ANY EXPENSES WHICH MAY BE INCURRED BY THE CANDIDATE IN ATTENDANCE FOR INTERVIEW.*
2. *All Sections/Questions in this document must be completed in full.*

***(A Curriculum Vitae will not be accepted)***

1. *Ensure you have answered all questions fully and correctly.*
2. *Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.*
3. *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.*
4. *Please notify us of any change of address.*
5. *Laois County Council may decide, by reason of the number of persons seeking admission to the competition to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by Laois County Council. Short listing will be based on qualifications, relevant experience, and information submitted on the application form.*
6. **Please return 4 copies of the completed and signed form in hard copy format. Copy of qualifications must also be submitted with application form. No plastic pockets or Curriculum Vitae covers on applications please. A staple in the top left corner will suffice. All applicants must fill out in full and submit 4 hardcopies of the application form and return by the deadline. Applications can be posted to reach us by the deadline or hand delivered to reception at Laois County Council.**

**Curriculum Vitae or applications by email or fax WILL NOT be accepted.**

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***COMHAIRLE CHONTAE LAOISE***

***TABHAIR NA TREORACHA SEO LEANAS AR AIRD, LE DO THOIL:***

1. *SULA SÍNÍONN TÚ AN FHOIRM SEO CINNTIGH, LE DO THOIL, GO BHFUIL FREAGRAÍ IOMLÁNA TUGTHA AGAT AR NA CEISTEANNA A IARRTAR ANN. BA CHÓIR A CHINNTIÚ, CHOMH MAITH, GO BHFUIL TÚ INCHÁILITHE FAOI NA RIALACHÁIN. NÍ FÉIDIR LEIS AN GCOMHAIRLE DUL I MBUN FIOSRAITHE FAOI CHÁILITHEACHT IARRATASÓIRÍ ROIMH AN AGALLAMH/SCRÚDÚ, AGUS MAR SIN, D’FHÉADFADH DAOINE NACH BHFUIL INCHÁILITHE ACH A DHÉANANN IARRATAS MAR SIN FÉIN, DUL I GCOSTAS GAN GHÁ. NÍ BHEIDH CHOMHAIRLE CHONTAE LAOISE FREAGRACH MAIDIR LE COSTAS A THABHAÍONN IARRATASÓIR AS FREASTAL AR AGALLAMH.*
2. *Ní mór gach Cuid/Ceist sa cháipéis seo a fhreagairt go hiomlán.****(Ní ghlacfar le Curriculum Vitae)***
3. *Déan cinnte go bhfreagraíonn tú gach ceist go hiomlán agus i gceart.*
4. *Ba chóir d’iarratasóirí a sheolann a gcuid iarratas ar an bpost a chinntiú go mbeidh dóthain ama chun an t-iarratas a sheachadadh roimh an tráth is déanaí a nglacfar leis.*
5. *Ní bhreithneofar aon éileamh go ndeachaigh iarratas nó litir a bhaineann leis an bpost amú sa phost nó gur raibh moill air sa phost mura gcuirfear Teastas Postála Oifig Poist ar fáil mar thaca le héileamh den chineál sin.*
6. *Cuir aon athrú ar do sheoladh poist in iúl dúinn, le do thoil.*
7. *D’fhéadfadh Comhairle Chontae Laoise cinneadh a dhéanamh, de bharr líon na ndaoine a dhéanann iarratas ar an gcomórtas, córas gearr-liosta a chur i bhfeidhm. Beidh líon na ndaoine a dtabharfar cuireadh chun agallaimh dóibh le socrú ag Comhairle Chontae Laoise. Beidh an gearrliosta bunaithe ar cháilíochtaí, ar thaithí iomchuí agus ar an eolas a thugtar ar an bhfoirm iarratais.*
8. *Seol isteach 4 cóip comhlánaithe sínithe den fhoirm i bhformáid chruachóip le do thoil. Níl pócaí plaisteacha ná c.v. clúdaíonn sé ar iarratais le do thoil. Beidh go leor stáplacha sa chúinne ar chlé.* Ní mór do na hiarratasóirí uile a líonadh isteach go hiomlán agus cuirfidh siad 4 hardcopies ar an bhfoirm iarratais agus cuirfidh siad ar ais faoin spriocdháta. Is féidir iarratais a chur ar an bpost chun teacht chugainn faoin spriocdháta nó ar láimh a sheachadadh chuig an bhfáiltiú ag comhairle contae laoise.

Ní ghlacfar le curriculum vitae nó le hiarratais trí ríomhphost nó facs.

LAOIS COUNTY COUNCIL - APPLICATION FORM

COMHAIRLE CHONTAE LAOISE - FOIRM IARRATAIS



**County Hall,**

**Portlaoise.**

**Co. Laois**

**Fax No. (Faics):**

**057 - 8622313**

**Áras an Chontae**

**Portlaoise**

**Co. Laoise.**

**Telephone (Guthán):**

**057 – 8664000**

***This application form, when completed should be returned to the Human Resources Section, Laois County Council, Áras an Chontae, Portlaoise, not later than:*** *Is cóir an fhoirm iarratais seo, arna comhlánú, a chur ar ais chuig an Roinn Acmhainní Daonna*, *Comhairle Chontae Laoise, Áras an Chontae, Port Laoise, tráth nach déanaí*  *ná:*

**4.00 pm on Thursday, 30th July, 2020.**

**Clerk of Works**

***Appointment:*** *Ceapachan:*

***Name in full (Block letters)***

*Ainm iomlán (bloclitreacha)*

***Postal address (Block letters)***

*Seoladh poist (bloclitreacha)*

***Notify any change at once***

***in writing*** *Cuir aon athrú in iúl i scríbhinn*

*gan mhoill)*

***Telephone No(s). Home:****Uimhir(reacha)Teileafóin* *Baile*

***Contact:***

Teagmháil

***Email Address***

*Seoladh Ríomhphoist*

***Driving licence (for most positions this is not an essential requirement)***

*Ceadúnas Tiomána (ní ceanglas riachtanach* *é seo i gcuid mhór post)*

***Do you possess a full-unendorsed driving licence? Yes/ No***

*An bhfuil ceadúnas iomlán tiomána glan agat? Tá/ Níl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

*An bhfuil cead oibre/víosa údaraithe oibre ag teastáil uait? Tá/ Níl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***EDUCATION***

*Oideachas*

***SECOND LEVEL***

*(Dara leibhéal*)

***School or college attended Period Standard Attained***

***(i.e. Junior Cert, Leaving Cert)***

*An Scoil nó an Coláiste ar freastalaíodh Tréimhse (An caighdeán a baineadh amach, i.e.*

*Teastas Sóisearach, Árdteistiméireacht)*

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***Please list results below:*** *(Liostaigh na torthaí thíos)*

**\**Please note that actual grades should be supplied. Failure to do so may result in your application being deemed ineligible.*** *\*Bí cinnte go dtabharfar na gráid a fuarthas leis an iarratas seo. D’fhéadfadh d’iarratas a bheith neamhbhailí mura ndéanfar sin*

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|  | ***LEAVING/JUNIOR CERTIFICATE AS APPROPRIATE***  *(Teastas Ardteistiméireachta/Sóisearachs)*  ***(delete whichever does not apply)***  *(Scrios amach cibé nach bhfuil infheidhme)* | |
|  | ***EXAMINATION NO.*** *Uimh Scrúdaithe****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***YEAR*** *Bliain* ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | |
|  | ***HIGHER***  *Árd* | ***LOWER***  *Bun* |
| ***ENGLISH*** *Béarla* |  |  |
| ***IRISH*** *Gaeilge* |  |  |
| ***MATHEMATICS*** *Matamaitic* |  |  |
| ***OTHER SUBJECTS*** *Ábhair Eile* |  |  |
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***NB: Copy of your 3rd Level Qualifications must be submitted with application form***

*Caithfear cóip de do cháilíochtaí tríú leibhéal a chur ar aghaidh leis an bhfoirm iarratais seo.*

***Other Qualifications (if any):***

*Cáilíochtaí Eile (más ann)*

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| ***Degree, Diplomas etc.,***  *Céim, Dioplómaí &rl* | ***Grade obtained (e.g. Pass; 2.2; 2.1; 1; etc.)***  ***Please give results for each subject taken in final exam.***  *Grád a fuarthas (m.sh. Pas; 2.2; 2.1; 1; &rl)*  *Cuir isteach torthaí gach ábhar a déanadh sa scrúdú deiridh* | ***University, College or Examining Authority.***  *Ollscoil, Coláiste nó Údarás Scrúdaithe* | ***Year in which Degree/Qualification was obtained.***  *Bliain a fuarthas an Chéim/Cháilíocht* |
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***Training courses undertaken (either in-house or privately):***

*Cúrsaí Traenála a rinneadh (in-tí nó go príobháideach)*

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| ***Name of Course***  *Teideal an Chúrsa* | ***Description of Course Content***  *Cur síos ar Ábhar an Chúrsa* | ***Date(s)***  *Dáta(í)* | ***Course Provider***  *Soláthróir an Chúrsa* |
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***Membership of Professional Institutions:***

*Ballraíocht in Institiúidí Gairmiúla*

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| ***Name of Professional Institution***  *Ainm na hInstitiúide Gairmiúil* | |
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***EMPLOYMENT RECORD***

*TAIFEAD FOSTAÍOCHTA*

***Give below, in date order (starting with your current employer), full particulars of all employment (and also any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for.***

*Liostaigh thíos, in ord dátaí (ag tosú le d’fhostóir reatha) sonraí iomlána gach fostaíocht (agus aon tréimhsí dífhostaíochta, chomh maith) ón dáta ar fhág tú scoil nó coláiste go dtí an lá inniu. Níor chóir aon tréimhse idir na dátaí sin a fhágáil ar lár.*

* ***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***
* ***Cuimhnigh, bunaithe ar an eolas a thugann tú ar an bhfoirm iarratais, go bhfeadfaí tú a chur ar ghearrliosta. Moltar d’iarratasóirí gan Curriculum Vitae a sheoladh isteach. Má ghlaoitear ort chun agallaimh d’fhéadfaí rud ar bith a scríobhann tú a phlé níos mine.***

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| ***Dates***  *Dátaí* | | | ***Title of post held, description of duties etc.***  *Teideal an phoist, cur síos ar dhualgais &rl* | ***Name and address of Employer***  *Ainm agus Seoladh an Fhostóra* |
| ***Period in months***  *Tréimhse i míonna* | ***From***  *Ó* | ***To***  *Go* |
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***(Employment continued)***

*(Fostaíocht ar lean)*

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| --- | --- | --- | --- | --- |
| ***Dates*** | | | ***Title of post held, description of duties etc.***  *Teideal an phoist, cur síos ar dhualgais &rl* | ***Name and address of Employer***  *Ainm agus Seoladh an Fhostóra* |
| ***Period in months***  *Tréimhse i míonna* | ***From***  *Ó* | ***To***  *Go* |
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***RELEVANT EXPERIENCE – RANGE AND DEPTH***

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in the skill areas set out hereunder. A summary definition of each skill area is provided for information.

***Outline ONE example of how and where you have displayed the competencies below (no more than 150-200 words per competency). The example may be drawn from your experience in various settings including professional, community or voluntary.***

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:

***What aspects of your career to date do you see as being most relevant to the position applied for?***

1. **Management and Change:**

**Standards, ethics and governance**

* Ensures that ethical governance principles are embedded into the culture, practices and processes of all activities within designated area of responsibility, in the wider authority
* Understands and adheres to the Code of Conduct for employees and complies with all Council rules, regulations and procedures.
* Ensures that there is full understanding of and compliance with all Council rules, regulations and procedures for employees within designated area of responsibility.
* Understands, supports and embeds the principles of diversity.
* Understands, supports and embeds Information and Consultation.

**Influencing and Negotiating**

* Brokers agreement with others, to your team’s objectives.
* Takes a long term pragmatic view when required.

**Safety, Health & Welfare at Work.**

* Fully implements safe systems of working in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work.

*In the space below, please give an example of a situation where you best demonstrated your ability in this area.*

1. **Delivering Results:**

**Problem Solving and Decision Making**

* Can pinpoint the critical information and can address issues logically.
* Understands the context and impact of decisions made.
* Acts decisively and makes timely, informed and effective decisions.

**Ensuring Compliance**

* Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of your duties.

**Delivering Quality Outcomes**

* Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement.
* Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

*In the space below, please give an example of a situation where you best demonstrated your ability in this area.*

1. **Performance through People:**

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| **Managing Conflict**   * Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction. |
| **Communicating Effectively**   * Recognises the value of and requirement to communicate effectively with all employees. * Has effective verbal and written communication skills. * Has good interpersonal skills. |

*In the space below, please give an example of a situation where you best demonstrated your ability in this area.*

1. **Personal Effectiveness:**

**Qualifications and Knowledge**

* Achieves a proficient level of knowledge, skills and formal qualifications, where necessary.
* Engages in regular critical reflection on feedback and experiences in the workplace and acts on these to enhance personal development.

**Integrity**

* Is honest and trustworthy in all dealings.
* Adopts an even handed approach and is fair, consistent and open in all matters.
* Models and promotes appropriate social, ethical and Council standards in all interactions.
* Demonstrates a strong commitment to delivering an effective Public Service.

**Personal Motivation ,Initiative and Achievement**

* Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.
* Does more than is required or expected, anticipating situations and acting to pre-empt problems.
* Takes action within the bounds of own ability.
* Creates new opportunities.

*In the space below, please give an example of a situation where you best demonstrated your ability in this area.*

*Cé na gnéithe de do ghairm bheatha go dtí seo is dóigh leat is mó a bhfuil baint acu leis an bpost a bhfuil iarratas déanta agat air?*

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***Any additional information you wish to give in support of your application***

*Aon fhaisnéis bhreise is mian leat a thabhairt mar thaca le d’iarratas*

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REFEREES Moltóirí

***Please give below the name and address of your present or most recent employer, or a responsible person, to whom you are not related, whom we can contact for a reference. No approach will be made to either referee without your prior permission.***

*Tabhair thíos, le do thoil, ainm agus seoladh d’fhostóra reatha nó an fostóir is déanaí a bhí agat, nó duine freagrach, nach bhfuil gaolta leat, a mbeimid in ann dul i dteagmháil leis/léi i gcomhair litir thagartha. Ní rachfar i dteagmháil le haon mholtóir gan do cead uait roimh ré.*

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| --- | --- |
| ***Name:***  *Ainm:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Occupation:***  *Slí Bheatha*  ***Address:***  Seoladh \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Tel No:***  ***Uimh. Teileafóin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | ***Name:***  *Ainm:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Occupation:***  *Slí Bheatha*  ***Address:***  Seoladh \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Tel No:***  ***Uimh. Teileafóin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

***Do you have any objection to Laois County Council contacting your past/or present employers?***

***An bhfuil tú sásta go rachadh Comhairle Chontae Laoise i dteagmháil le hiarfhostóirí nó fostóirí reatha de do chuid?***

***Yes/ No***

***Tá/Níl: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***If appointed, what is the earliest date you can take up duty?***

*Dá gceapfaí tú, cad é an dáta is luaithe a bhféadfá dul i mbun dualgais?*

***Name the post, if any, you hold at present and state whether it is permanent or temporary?***

*Cén post (más ann) atá anois agat? An post páirtaimseartha nó lánaimseartha é?*

*\_\_\_\_\_\_ \_\_­­ \_\_\_*

**Have you ever accepted voluntry redundancy/early retirement from the local authority or other Public Service Organisation by which you were employed?**

**Yes / No***Tá/ Níl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

If yes, please give details:

*\_\_\_\_\_\_ \_\_­­ \_\_\_*

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

*Dearbhaímse leis so, a bhfuil m’ainm leis seo thíos, go bhfuil na sonraí go léir atá tugtha ar an bhfoirm seo fíor.*

***SIGNATURE OF APPLICANT*** *Síniú an Iarratasóra*

***DATE***  *Dáta:*

###### *Laois County Council is an equal opportunities employer*

*Is Fostóir comhdheise é Comhairle Chontae Laoise*

***The information supplied in this form is held on the understanding of confidence subject to the requirements of the Freedom of Information Act 1997 or other legal requirements.***

*Tá an fhaisnéis a sholáthraítear ar an bhfoirm seo á coinneáil ar thuiscint rúndachta faoi réir cheanglas an Achta um Shaoráil Faisnéise, 1997 nó aon cheanglas dlí eile.*

***NB: MISREPRESENTATION OF, OR FAILURE TO DECLARE, ANY MATERIAL FACT WILL INVALIDATE YOUR APPLICATION AND ANY JOB OFFER MADE AS A RESULT OF SAME.***

*NB: Má thugtar mífhaisnéis, nó má theiptear aon phointe fírice a bhaineann le d’iarratas a thabhairt, ní bheidh d’iarratas ná aon tairiscint poist mar thoradh air bailí.*

* ***\*\*\*Applications should be submitted in hardcopy and will be acknowledged by email upon closing of deadline \*\*\****