****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.

**(Curriculum Vitae (CV) 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 be advised that the interview process may be conducted online.  Candidates will be required to scan their photo identification to HR to confirm identification at the start of the Interview.
7. **Please return by email 1 copy of the application to** [**hr@laoiscoco.ie**](mailto:hr@laoiscoco.ie) **subject line ‘Heritage Officer Ref 31/2022’ and 3 copies of the completed and signed form in hard copy format. Copy of qualifications must 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 3 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.**

**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. Caithfadh me cuir in iúl duit go bhféadfar an próiseas agallaimh a dhéanamh ar líne. Iarrfar ar iarrthóirí a n-aitheantas grianghraf a scanadh chuig HR chun aitheantais a dhearbhú ag tús an agallaimh.
9. Seol ar ais le ríomhphost le do thoil 1 chóip den iarratas chuig hr@laoiscoco.ie líne ábhair ‘Oifigeach Oidhreachta Tag 31/2022’ agus 3 chóip den fhoirm chomhlánaithe agus sínithe i bhformáid cruachóipe. Ní mór cóip de cháilíochtaí a chur isteach leis an bhfoirm iarratais. Níl pócaí plaisteacha ná clúdaigh curriculum vitae ar iarratais le do thoil. Is leor stáplacha sa chúinne uachtarach ar chlé. Ní mór do gach iarratasóir 3 chóip chrua den fhoirm iarratais a chomhlánú agus a chur isteach agus a sheoladh ar ais faoin spriocdháta. Is féidir iarratais a chur tríd an bpost chun teacht orainn faoin spriocdháta nó a sheachadadh de láimh chuig fáiltiú ag Comhairle Chontae Laoise.

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:

**4.00pm on Tuesday 20th December 2022**

**Heritage Officer**

**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 Vita**. 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 250 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:

1. **Strategic Management and Change**

**Strategic Ability:**

* Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs.
* Evaluates capacity and performance against objectives.
* Demonstrates innovation and creativity to secure successful strategic outcomes.

**Political Awareness:**

* Has a clear understanding of the political reality and context of the organisation.

**Networking and Representing:**

* Develops and maintains positive and beneficial relationships with a range of stakeholders.
* Builds networks of technical and professional contacts.
* Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

**Bringing about Change:**

* Demonstrates flexibility and an openness to change.
* Develops and initiates change management programmes to meet end objectives.
* Influences others and fosters commitment to change.

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

**2. Delivering Results**

**Problem Solving and Decision Making:**

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

**Operational Planning:**

* Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations.
* Delegates, tracks and monitors activity.
* Establishes high quality service and customer care standards.

**Managing Resources:**

* Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.
* Drives and promotes reduction in cost and minimisation of waste.

**Delivering Quality Outcomes:**

* Promotes the achievement of quality outcomes in delivering services.
* Organises the delivery of services to meet or exceed the required standard.
* Evaluates the outcomes achieved, 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.

**3. Performance through People**

**Leading and Motivating:**

* Motivate others individually and in teams to deliver high quality work and customer focused outcomes.
* Develops the competence of team members and helps them meet their full potential.
* Leads by example in terms of commitment, flexibility and a strong customer service ethos.

**Managing Performance:**

* Effectively manages performance including underperformance or conflict.
* Empowers and encourages people to deliver their part of the operational plan.

**Communicating Effectively:**

* Recognises the value of communicating effectively with all employees.
* Actively listens to others.
* Has highly effective verbal and written communication skills.
* Presents ideas effectively to individuals and groups.

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

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

**4. Personal Effectiveness**

**Relevant Knowledge:**

* Keeps up to date with current developments, trends and best practice in their area of responsibility.
* Demonstrates the required specialist knowledge, understanding and training for the role.
* Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

**Resilience and Personal Well Being:**

* Demonstrates appropriate and positive self-confidence.
* Remains calm under pressure and operates effectively in an environment with significant complexity and pace.

**Integrity:**

* Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.

**Personal Motivation, Initiative and Achievement:**

* Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.
* Is self-motivated and persistent when faced with difficulties.
* Engages in regular critical reflection in order to identify how own performance can be improved.

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

***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.*

**Storage period**

Your application will be retained for one year from the date a panel for this position is formed.  In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years).    You will be notified if the panel has been extended after one year and the new expiry date of the panel.  Applications which are unsuccessful at interview stage will be retained for one year.  Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, Laois County Council will not be able to progress your application form for the competition for which you are applying. Laois County Council’s Privacy Statement can be assessed at: <https://laois.ie/privacy-statement/>

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