****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 ‘Staff Officer Ref 34/2022’ 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 Foirne Tag 34/2022’ 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.

***Applicant Name:***

***Suitably qualified applicants are invited to apply for the following panel(s):***

**Panel A:** Confined to local authority sector

**Panel B:** Open

**Panel C:** Confined to the recruiting authority (i.e. candidates serving in Laois County Council)

* **Panel A** (Confined to local authority sector) will comprise of successful applicants in order of merit from within the local authority sector only i.e. candidates serving in a local authority or Regional Assembly (where applicable).
* **Panel B** (Open) will comprise of all successful applicants in order of merit and may include candidates serving in a local authority, regional assembly and external applicants.
* **Panel C** (Confined to the recruiting local Authority) will comprise of all successful applicants in order of merit from within the recruiting local authority i.e. candidates serving in Laois County Council.

For the purposes of the above, the sector Panel A is comprehended to include all local authorities and the three (3) Regional Assemblies only. Staff who are not existing employees of local authorities or regional assemblies are not eligible to apply for the competition confined to the sector (Panel A) or to the local authority (Panel C).

|  |  |  |
| --- | --- | --- |
| Are you applying for **Panel A?** *(Confined to the local authority sector)* | Yes | No |
| Are you applying for **Panel B**? (Open) | Yes | No |
| Are you applying for **Panel C?** *(Confined to the recruiting authority)* | Yes | No |
| ***Please ensure that you have selected correctly.*** | | |

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**

**Staff Officer (Grade V)**

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

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| **For Official Use Only: Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

***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)

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
|  | | |  |  |

***(*Employment continued)**

(Fostaíocht ar lean)

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

* Understand the need for change and get this across persuasively to others.
* Make a positive case for change and elicit commitment from others.
* Implement change in an orderly and determined manner

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

**2**. **Delivering Results**

* Translate the business/team plan objectives into clear priorities and actions for their area of operation.
* Help establish high quality service and customer care standards.
* Convert operational objectives into specific work plans, programme activities and schedules, taking into account the broader operation plan when setting priorities.
* Allocate resources (staff and equipment) across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services.

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

**3. Performance through People**

* Lead the team/service area in a manner that provides clarity of purpose and a focus on delivery.
* Show visible commitment to the purpose, mission and vision of the organisation.
* Provide a positive sense of purpose for the team in terms of its contribution to the organisation’s objectives.
* Develop the team and its members to achieve corporate objectives through the effective management of performance.
* Have effective written and verbal communication and interpersonal skills.

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**

* Take initiative and be open to taking on new challenges or responsibilities.
* Manage time and workload effectively.
* Maintain a positive and constructive and enthusiastic attitude to their role.
* Understanding the structures and environment within which the local authority sector operates and the role of the Staff Officer in this context
* Knowledge of current local government issues and strategic direction of local government.

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.*

|  |  |
| --- | --- |
| ***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 \*\*\***