LAOIS COUNTY COUNCIL - APPLICATION FORM

COMHAIRLE CHONTAE LAOISE - FOIRM IARRATAIS



**County Hall**

**James Fintan Lalor Avenue**

**Portlaoise.**

**Co. Laois**

 **Fax No. (Faics):**

 **057 - 8622313**

**Áras an Chontae**

**James Fintan Lalor Avenue**

**Portlaoise**

**Co. Laoise.**

**Telephone (Guthán):**

**057 – 8664000**

**SUMMER STUDENT EMPLOYMENT SCHEME 2020**

1. **COMPLETED FORMS:**

The Application Form should be fully completed without alterations and returned to:

HUMAN RESOURCES SECTION,

Laois County Council, Áras an Chontae, James Fintan Lalor Avenue, Portlaoise, Co. Laois

**Please note that you must submit THREE copies of completed and signed Application Form together with supporting documentation.**

**NOTE:**

***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*.**

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

2. **CLOSING DATE: 4.00 P.M. THURSDAY 19th MARCH 2020**

3. **SHORTLISTING:**

The local authority may decide, by reason of the number of persons seeking admission to

 a competition, to carry out a shortlisting procedure.

 The number of persons to be invited, in these circumstances, to interview, shall be

 determined by the local authority from time to time having regard to the likely number of

 vacancies to be filled. **The local authority may at its discretion, decide that such**

 **shortlisting will be based on the year of study of applicants**, with a priority accorded to

 students who have just completed a first year or second year programme in the academic year 2019/2020.

4. **RECRUITMENT**:

Following any shortlisting process, selection of candidates for participation in the Scheme

 shall be by means of a competitive interview.

5. ASSIGNMENTS:

 Those who are successful may be assigned:

1. To Office based duties.

or

1. To carry out environmental works in Urban Areas and Environs within County Laois. The environmental works include Litter Picking, Landscaping, Weeding, Maintenance of Flower Beds and Flower Displays etc., and any other environmental enhancement duties that may be assigned by Supervisor.

All Assignments are at the sole discretion of the Council.

**SECTION ONE: PERSONAL DETAILS**

1.1 Name in Full *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2 Postal Address *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

in writing

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

1.3 Tel. Nos.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Home] [Mobile]**

1.4 Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.5 Date of Birth *dd / mm / yy*

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**SECTION TWO: EDUCATION**

2.1 College / University Attending **(Valid student I.D. may be requested as part of the process)**

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| --- | --- | --- | --- |
| **COLLEGE / UNIVERSITY****ATTENDING** | **TITLE OF COURSE** | **YEAR****[i.e. are you in 1ST, 2ND, 3RD, 4TH Year]** | **Is 2020 your final year of Study?** |
|  |  |  |  |

**SECTION THREE: EMPLOYMENT DETAILS**

Give below, in date order, full particulars of all other employment or work experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FROM** | **TO** | **JOB TILE** | **NAME & ADDRESS OF EMPLOYER** | **MAIN DUTIES** |
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Please state below why you should be selected for this Summer Employment Scheme: (attach additional sheet if required).

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**SECTION FOUR: SUPPORTING INFORMATION**

4.1 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.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.2 If successful what is the earliest date on which you could take up work placement?

Before signing this form, please ensure that you have replied fully to the questions asked.

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

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

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

###### LAOIS COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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.

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

Applications received after the closing date and time specified in the advertisement relating to this position will not be accepted.