KILKENNY COUNTY COUNCIL

- APPLICATION FORM -



***Tel: 056-7794155***

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***E-Mail:*** [***hr@kilkennycoco.ie***](mailto:hr@kilkennycoco.ie)

***Kilkenny County Council***

***County Hall,***

***John Street,***

***Kilkenny***

**COMPETITION: ADMINISTRATIVE OFFICER – GRADE VII**

**REFERENCE NO.: 2019/P/O/A/08**

**\*Please note candidates are requested to indicate with a “X” in the box below which Competition they are eligible to apply for**

|  |
| --- |
| **ADMINISTRATIVE OFFICER ADMINISTRATIVE OFFICER**  **GRADE VII GRADE VII**  ***[Confined to Common Recruitment Pool] [Open Competition]*** |

**\*Please refer to qualifications for the post with regard to eligibility for the post**

**COMPLETED FORMS:**

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

Human Resources Section, Kilkenny County Council, County Hall, John Street, Kilkenny.

**Please note that you must submit FOUR signed copies of completed Application Form together with FOUR copies of supporting documentation in hard copy format only.**

Applications received after the closing date and time specified will not be accepted. Applications submitted by e-mail or fax will not be accepted.

**CLOSING DATE: 4.00 P.M. ON THURSDAY, 27th JUNE, 2019**

**PERSONAL DETAILS**

1. Name in Full *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Postal Address *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

in writing

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

3. Tel. Nos.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Home] [Work] [Mobile]**

4. Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.Do you have your own transport and possess a full-unendorsed

driving licence Yes No

**Please submit copy of same with completed Application.**

**EDUCATION / TRAINING**

**COPIES OF QUALIFICATIONS MUST BE SUBMITTED WITH APPLICATION FORM**

1. Please list all educational and technical qualifications giving period with dates spent at each school/college and particulars of Certificates [if any] obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Held** | **Qualification**  **Level \*** | **University, College or Examining Authority** | **Year Degree/**  **Qualification Obtained** |
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\* Qualification Level refers to the Qualification Level in the National Framework of Qualifications

2.Please list all training courses undertaken (either in-house or privately):

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| --- | --- | --- | --- |
| **DATES** | | **ORGANISATION** | **COURSE TITLE** |
| **FROM** | **TO** |  |  |
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**EMPLOYMENT RECORD**

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

1. Give below details of present position.

**PRESENT POSITION**

EMPLOYER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM *[Date]:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAIN RESPONSIBILITIES [in bullet point format]:**

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2. Give below in date order full particulars of **ALL** other relevant employment or experience to date. Indicate clearly the type of experience, especially experience specified as essential or desirable in the qualifications for the post.

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| **Dates** | | | **Name & Address of Employer** | **TITLE OF POST & DESCRIPTION OF DUTIES**  ***Please indicate whether post is Permanent/***  ***Temporary/Acting]*** |
| **Period in Months** | **From** | **To** |
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**COMPETENCIES**

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in the competencies set out hereunder. A summary definition of each competency is provided in the accompanying documentation.

Shortlisting may apply based on the information supplied on application forms and requirements of the position.

Candidates called for interview will be assessed on the following competencies:

|  |
| --- |
| **Management & Change:** |

**Delivering Results:**

**Performance Management:**

**Personal Effectiveness:**

**SUPPORTING INFORMATION**

**Please indicate, in bullet format, any particular experience or achievements you consider an Interview Board should be aware of when assessing your application.**

Kilkenny County Council may decide, by reason of the number of persons seeking admission to the competition to carry out a Shortlisting Procedure. Shortlisting will be based on qualifications, relevant experience, and information submitted on the Application Form.

Please indicate, in bullet format, any particular experience or achievements you consider an Interview Board should be aware of when assessing your application.

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**REFEREES**

1. Do you have any objection to Kilkenny County Council Yes No

contacting your past/or present employers?

2. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORISATION & DECLARATION BY CANDIDATE**

* **I hereby authorise Kilkenny County Council if necessary to verify separately my educational qualifications with any of the Educational Institutions I attended.**
* **I hereby authorise Kilkenny County Council, if necessary, to make an Application for Garda Vetting.**
* **I consent to the use of my personal data for the purposes of recruitment with Kilkenny County Council.**
* **I solemnly declare that the replies to the questions written above by me to Kilkenny County Council are true and complete and I have not withheld any material fact. I note that any incorrect answer given by me, or the withholding of any material facts, may result in my not being considered for employment with Kilkenny County Council, or after employment, in my dismissal.**

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

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

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

**it should be clearly noted that canvassing on behalf of candidates will lead to their disqualification from the competition**

***KILKENNY 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 2014 or other legal requirements.*