

**Longford County Council**

**Aras an Chontae, Great Water Street, Longford.**

###### Tel:(043) 334 3452 /(043) 334 3396

**email enquiries:** **hrrecruitment@longfordcoco.ie**

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| **Clerical Officer (Grade III)****Application Form**Competition Ref: CO/0725 |

**Before you complete your application– please read and understand the following:**

* The closing date and time for receipt of completed applications is **4.00pm, Friday 1st August 2025.**
* Applications submitted after the closing date and time will not be accepted.
* It is the responsibility of the applicant to ensure:
	+ they establish their eligibility for the completion in the official Application Form
	+ they complete their application fully, clearly and accurately
	+ they submit their application to Longford County Council on time
* Claims relating to the late receipt of applications will not be entertained.
* Applications must be made on the official Application Form - do not attach or include your CV
* Ensure that your application form is completed in **typed format.**
* Applications must be saved as a PDF document and submitted by **email** to **hrrecruitment@longfordcoco.ie**.
* Applications submitted by Post, by hand or by fax will not be accepted.
* All applications received will be acknowledged by return email
* To complete your Application:
	+ Complete all sections of the official Application Form fully and include all relevant, detailed and accurate information.
	+ Sign the declaration at the end of the Form. **Electronic or handwritten signatures will only be accepted.**
	+ Attach copies of your education certificates
	+ Do not attach or include your CV – your CV will not be accepted as an application or as part of your application.
	+ Save the completed Form with education certificates as one PDF document.
	+ Save the completed application with the following naming structure:

“**Clerical Officer– [Your Name]**” *(e.g.* ***Clerical Officer-Joe Bloggs****)*

Longford County Council reserves the right to shortlist applications based on the information provided in the application form. It is very important that your application is neat, accurate and well-presented and that you provide relevant and comprehensive information that accurately reflects your experience, skills, competencies and ability to take on the duties of the post.

Correspondence throughout this recruitment campaign will be primarily via email – please ensure you state your email address correctly on your Application Form.

***Canvassing by or on behalf of the applicant will automatically lead to disqualification.***



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| **Section A – Personal Details** |

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| **Surname:** | **Forename:** |
| **Address:** | **Home Telephone:** |
| **Work Telephone:** |
| **Mobile Telephone:** |
| **Eircode:** | **Email Address:** |

**Do you possess a full-unendorsed Driving Licence: Yes** [ ]  **No** [ ]

**If yes, please give details of class of licence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Section B – General Education, Academic, Professional or Technical Qualifications |

**General Education**

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| **Dates** | **Name of Secondary School(s):** | **Examination Taken** | **Subjects** | **Results** |
| **From**  | **To** |
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# Copies of Certificates to establish your eligibility for this position are required to be scanned and submitted with your application via email as outlined on Page 1 of the Application Form

**Academic, Professional or Technical Qualifications:**

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| **Dates** | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |
| **Awarding Body:**  |  | **Date Awarded:** |  |
| **Final Year Examination Subjects:** |

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| **Dates** | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |  |  |  |  |
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| **Awarding Body:**  |  | **Date Awarded:** |  |
| **Final Year Examination Subjects:** |

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| **Dates** | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |  |  |  |  |
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| **Awarding Body:**  |  | **Date Awarded:** |  |
| **Final Year Examination Subjects:** |

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| **Dates** | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |  |  |  |  |
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| **Awarding Body:**  |  | **Date Awarded:** |  |
| **Final Year Examination Subjects:** |

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| **Section C – Employment Record** |

Please give below, in date order **(starting with your current employer)** full details of all employment between the date of leaving school or college and the present dates. Please do not leave any period between these dates unaccounted for.

**If necessary, continue on a separate sheet, setting out the information in the same manner as below.**

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| **Employer:** |
| **Address:** |
| **Nature of Business:** |
| **Position Held** | **Grade (if Applicable):** |  |
| **Permanent, Temporary or Acting** |  | **Part Time/Full Time** |  |
| **Dates**  | **From** | **To** | **Duration in Months** |  |
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| **Description of main duties & responsibilities:** |
| **Reason for Leaving:** |

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| **Employer:** |
| **Address:** |
| **Nature of Business:** |
| **Position Held** | **Grade (if Applicable):** |  |
| **Permanent, Temporary or Acting** |  | **Part Time/Full Time** |  |
| **Dates**  | **From** | **To** | **Duration in Months** |  |
|  |  |
| **Description of main duties & responsibilities:** |
| **Reason for Leaving:**  |

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| **Address:** |
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| **Position Held** | **Grade (if Applicable):** |  |
| **Permanent, Temporary or Acting** |  | **Part Time/Full Time** |  |
| **Dates**  | **From** | **To** | **Duration in Months** |  |
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| **Description of main duties & responsibilities:** |
| **Reason for Leaving:** |

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| **Employer:** |
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| **Dates**  | **From** | **To** | **Duration in Months** |  |
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| **Dates**  | **From** | **To** | **Duration in Months** |  |
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| **Reason for Leaving:** |

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| **Section D – Key Competencies** |

**In the following section of the application form we are interested in finding out what you consider to be the key strengths and achievements, which make you particularly suitable for the role of Clerical Officer in the context of the specific competencies identified for the role. Please consider carefully the information provided in the Candidate Information Booklet when completing this section of the application form.**

Please remember the following general points when completing this section:

* It is important that you answer every question.
* Each question asks you to describe a specific situation about which you have had experience*.* For each question you should write about an example that best describes your experience in relation to the competency mentioned.
* **Be specific** about one activity that you currently doing or have done, rather than writing in general terms.
* For each competency describe **the situation, your role** **and what happened as a result (maximum of 300 words per question)**.
* It is a good idea to write/type out your answers in rough before you copy the final version on to this application form.
* Your answers must describe what **you** have done.

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| **Planning & Organising - competencies for this role are as follows:** |
| * Delivers a high standard of service
* Manage time and work effectively
* Takes initiative and is open to taking on new challenges or responsibilities
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| ***In the space below, please give an example of a situation where you best demonstrated your ability in this area (your example should not exceed 300 words).*** |
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| **Communicating Effectively Including Customer Focus - competencies for this role are as follows:**  |
| * Communicate clearly and actively listen
* Effective written and verbal skills
* Demonstrate positive customer service attitude
* Represents the organisation positively and professionally when dealing with members of the public and other stakeholders.
 |
| ***In the space below, please give an example of a situation where you best demonstrated your ability in this area (your example should not exceed 300 words).*** |
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| **Team-Work - competencies for this role are as follows:** |
| * Develop and maintain good working relationships within teams
* Works as part of a team to ensure delivery of plans and schedules
* Demonstrate dignity and respect for colleagues.
 |
| ***In the space below, please give an example of a situation where you best demonstrated your ability in this area (your example should not exceed 300 words).*** |
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| **Personal Effectiveness - competencies for this role are as follows:** |
| * Commitment to self-development and improving skills and knowledge base
* Personal motivation
* Enthusiastic and energetic about the role
* Resilience
 |
| ***In the space below, please give an example of a situation where you best demonstrated your ability in this area (your example should not exceed 300 words).*** |
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| **Section E – Additional Information** |

#### ACHIEVEMENTS / EXPERIENCE

Please indicate any particular achievements/experience, which you consider an Interview Board, should be aware of when assessing your application for the post of **Clerical Officer** with the Council.

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#### SUPPORTING ADDITIONAL INFORMATION

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#### MEMBERSHIP OF LOCAL AUTHORITY

Are you now, or have you been at any time an elected member of a Local Authority or Harbour Authority?

Yes [ ]  No [ ]

If Yes, give date you ceased to be such a member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### PUBLIC SERVICE PENSION

Do you have an entitlement to any preserved pension or any preserved lump sum or any other retirement benefit or have received or are in receipt of retirement benefits under a pre-existing public service pension scheme of which you were/are a member? Yes [ ]  No [ ]

If Yes, give details of same: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### VOLUNTARY REDUNDANCY

Have you ever accepted voluntary redundancy/early retirement from a local authority or any other public service organisation by which you were employed? Yes [ ]  No [ ]

If Yes, give details of same: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DO YOU REQUIRE A WORK PERMIT/WORKING VISA?** Yes [ ]  No [ ]

**ACCESS REQUIREMENTS**

The following information is required to enable us to provide any needs you may have if your application is successfully shortlisted for any stage of this competition (e.g. Sign Language).

Do you have a disability? Yes [ ]  No [ ]

If yes, give details of your specific access requirements, etc., required to accommodate attendance for online interview if successfully shortlisted.

#### REFERENCES

Please give details of the names of two responsible persons, to whom you are well known but not related. These names given should be employers from whom the Council can request a reference and should include your current and former employer, where possible.

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| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **Contact Telephone:** |  |
| **Email Address:** |  |
| **Details of Employer:** |  |

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| --- | --- |
| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **Contact Telephone:** |  |
| **Email Address:** |  |
| **Details of Employer:** |  |

*I, the undersigned, HEREBY DECLARE all the foregoing particulars to be true and give my permission for enquiries to be made to establish such matters as age, qualifications, experience, character and for the release by other people, agencies/organisations, Garda and past/present employers of such information as may be necessary to Longford County Council for that purpose*

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your submission of this application form is taken as your agreement to be bound by the terms of the competition as set out in the Candidate Information Booklet.**

**Longford County Council reserve the right to shortlist candidates.**

**Canvassing by or on behalf of candidates will lead to their disqualification from the competition.**

**Any employment offered is dependent on the information given in this form being true.**

**False or misleading information or deliberate omissions may result in termination of employment.**

**Expenses incurred by candidates during the course of the competition will be at the candidates own expense.**

***Longford County Council is committed to providing equality of opportunity***

***in all employment practices.***