

Application Form

Senior Staff Officer

(Grade VI)

Competition Ref:

Closing Date:

Application Form – Senior Staff Officer

(Grade VI)

Competition Ref:

Longford County Council

Aras an Chontae, Great Water Street, Longford.

Tel: (043) 334 3356/(043) 334 3396

Email enquiries: HRrecruitment@longfordcoco.ie

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

- The closing date and time for receipt of completed applications is:
- 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 competition 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 signatures only will 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. See Combining PDFs Instructions Sheet, available for download alongside this Application Form.
 - ✓ Save the completed application with the following naming structure:
“**Senior Staff Officer-[Your Name]**” (e.g. Senior Staff Officer-Joe Bloggs)

Ref:

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.

Longford County Council invites suitably qualified applicants to apply for the post of **Senior Staff Officer**, Successful applicant will be considered for placement on the following panel(s) according to their eligibility:

- **Panel A – Confined** to employees of the Local Authority or Regional Assembly Sector
- **Panel B – Open Competition**
- **Panel C – Confined** to employees of Longford County Council

Please Note:

Candidates who are not employees of a Local Authority or Regional Assembly on the latest date for receipt of completed applications, but who meet the qualifying criteria are eligible to apply for inclusion on Panel B (Open).

Candidates who are employees of a Local Authority or Regional Assembly on the latest date for receipt of completed applications and who meet the qualifying criteria are eligible to apply for inclusion on both Panel A (Confined) and Panel B (Open).

Candidates who are employees of Longford County Council on the latest date for receipt of completed applications and who meet the qualifying criteria are eligible to apply for inclusion on all three Panels.

Panel A: Are you applying for Panel A – Local Authority or Regional Authority employee?

Yes ☐ No ☐

If “Yes” please state the name of the
Local Authority/Regional Assembly below:

Panel B: Are you applying for Panel B – Open Competition?

Yes ☐ No ☐

Panel C: Are you applying for Panel C – Longford County Council employees only?

Yes ☐ No ☐

Please ensure that you have selected correctly from the above.

Further information relating to qualifying criteria and panel eligibility is provided in the Candidate Information Booklet.

Ref:

Section A
Personal Details

Name

Address

Home Telephone

Work Telephone

Eircode

Mobile Telephone

Email Address

Do you possess a full-unendorsed Driving Licence:

Yes ☐

No ☐

If Yes, please give details of class of licence:

Ref:

Candidate Name:

Section B

General Education, Academic, Professional or Technical Qualifications*

General Education

Dates: From

To

Name of Secondary School

Examination Taken

Year taken

Subjects

Results

Dates: From

To

Name of Secondary School

Examination Taken

Year taken

Subjects

Results

* 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 2 of the Application Form

Ref:

Candidate Name:

Academic, Professional or Technical Qualifications

If you wish to add more than six qualifications please use the **Qualifications Supplement**, available to download alongside this application form. Only one qualifications supplement can be used and it must be combined with your application and certificates into a single PDF. See **Combining PDFs Instruction Sheet**, also available for download, for more information.

Dates: From

To

Name of College

Title of Qualification Attained

Grade

Awarding Body

Date Awarded

Level in the National Framework of Qualifications
(or equivalent, if this is an international qualification**)

Tick here if this is an
international qualification

Final Year
Examination
Subjects

Dates: From

To

Name of College

Title of Qualification Attained

Grade

Awarding Body

Date Awarded

Level in the National Framework of Qualifications
(or equivalent, if this is an international qualification**)

Tick here if this is an
international qualification

Final Year
Examination
Subjects

** Copies of National Academic Recognition Information Centre (NARIC) comparability statements for international qualifications are required to be scanned and submitted with your application via email as outlined on Page 2 of the Application Form.

Ref:

Candidate Name:

Dates: From

To

Name of College

Title of Qualification Attained

Grade

Awarding Body

Date Awarded

Level in the National Framework of Qualifications
(or equivalent, if this is an international qualification**)

Tick here if this is an
international qualification

Final Year
Examination
Subjects

Dates: From

To

Name of College

Title of Qualification Attained

Grade

Awarding Body

Date Awarded

Level in the National Framework of Qualifications
(or equivalent, if this is an international qualification**)

Tick here if this is an
international qualification

Final Year
Examination
Subjects

Ref:

Candidate Name:

Dates: From

To

Name of College

Title of Qualification Attained

Grade

Awarding Body

Date Awarded

Level in the National Framework of Qualifications
(or equivalent, if this is an international qualification**)

Tick here if this is an
international qualification

Final Year
Examination
Subjects

Dates: From

To

Name of College

Title of Qualification Attained

Grade

Awarding Body

Date Awarded

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(or equivalent, if this is an international qualification**)

Tick here if this is an
international qualification

Final Year
Examination
Subjects

Ref:

Candidate Name:

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 you wish to add more than six qualifications please use the **Employment Supplement**, available to download alongside this application form. Only one employment supplement can be used and it must be combined with your application and certificates into a single PDF. See **Combining PDFs Instruction Sheet**, also available for download, for more information.

Employer

Address

Nature of Business

Position Held

Grade (if applicable)

Permanent, Temporary or Acting

Full Time/Part Time

Dates: From

To

Duration in months

Description of main duties & responsibilities:

Reason for leaving

Ref:

Candidate Name:

Employer

Address

Nature of Business

Position Held

Grade (if applicable)

Permanent, Temporary or Acting

Full Time/Part Time

Dates: From

To

Duration in months

Description of main duties & responsibilities:

Reason for leaving

Ref:

Candidate Name:

Employer

Address

Nature of Business

Position Held

Grade (if applicable)

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Full Time/Part Time

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To

Duration in months

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Ref:

Candidate Name:

Employer

Address

Nature of Business

Position Held

Grade (if applicable)

Permanent, Temporary or Acting

Full Time/Part Time

Dates: From

To

Duration in months

Description of main duties & responsibilities:

Reason for leaving

Ref:

Candidate Name:

Employer

Address

Nature of Business

Position Held

Grade (if applicable)

Permanent, Temporary or Acting

Full Time/Part Time

Dates: From

To

Duration in months

Description of main duties & responsibilities:

Reason for leaving

Ref:

Candidate Name:

Employer

Address

Nature of Business

Position Held

Grade (if applicable)

Permanent, Temporary or Acting

Full Time/Part Time

Dates: From

To

Duration in months

Description of main duties & responsibilities:

Reason for leaving

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 Senior Staff 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 are 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 2000 characters/approx. 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.

Ref:

Candidate Name:

Implementing Change

- Thinks and acts strategically
- Develops and maintains positive, productive and beneficial working relationships
- Embeds good governance practices into day to day activities, practices and processes
- Effectively manages change, foster a culture of creativity in employees and overcomes resistance to change

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 2,000 characters/approx. 300 words).

Ref:

Candidate Name:

Delivering Results

- Positively contributes to the development of operational plans and leads the development of team plans
- Plans and prioritises work and resources effectively having regard to corporate priorities and operational objectives
- Establishes high quality service and customer care standards
- Acts decisively and makes timely, informed and effective decisions, pinpointing critical information and addresses issues logically
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.

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 2,000 characters/approx. 300 words).

Ref:

Candidate Name:

Performance Through People

- Leads by example to motivate and engage employees to achieve high-quality outcomes and customer service.
- Effectively manages performance of individuals and teams to achieve operational plans, targets and objectives
- Effectively identifies and manages conflict
- Acts as an effective link between staff and senior management

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 2,000 characters/approx. 300 words).

Ref:

Candidate Name:

Personal Effectiveness

- Takes initiative and seeks opportunities to exceed goals
- Anticipates situations and acts to pre-empt problems and to create new opportunities
- Manages time and workload effectively in an environment with significant complexity and pace
- Maintains a positive, constructive and enthusiastic attitude

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 2,000 characters/approx. 300 words).

Ref:

Candidate Name:

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 Senior Staff Officer with the Council.

Ref:

Candidate Name:

Supporting additional information

Ref:

Candidate Name:

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.

Ref:

Candidate Name:

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.

Name

Position Held

Address

Contact Telephone

Email Address

Details of Employer

Name

Position Held

Address

Contact Telephone

Email Address

Details of Employer

Ref:

Candidate Name:

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 candidate's own expense.

Longford County Council is committed to providing equality of opportunity in all employment practices.