

**Candidate Information Booklet**

**Assistant Staff Officer**

**(Open Competition)**

**Closing Date: 4:00 pm Thursday 10th July 2025**

**Applications should be emailed only to** hrsupport@offalycoco.ie **with the subject line as: Assistant Staff Officer – 2025 “First Name, Surname”**

**Enclosures;**

Offaly County Council – General Information

Job Description

Qualifications of Post

Particulars of Post

Important Check List & Notes

Application

**Contextual Background**

The Local Government sector in Ireland comprises 31 Local Authorities.  The Local Authority sector is democratically the closest form of Government to citizens and has responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest.

Offaly is one of the 31 County and City councils who collectively have on average a sectoral revenue spend of over €4 billion and capital spend in excess of €2 billion per annum. Local authorities employ over 28,000 staff or 1/10th of total public service employment.

County Offaly is located in the centre of Ireland in the province of Leinster and is one of twelve local authorities comprising the Eastern and Midlands Region. County Offaly has a population of 83,105 (2022 Census) with approximately 60% of the population residing in rural areas. The principal towns are Tullamore (the county town), Edenderry, Birr, Clara and Portarlington. Offaly shares a border with seven other counties and has a total land mass of approximately 200,000 hectares. The county is traversed by the Grand Canal and is bordered by the River Shannon to the West and Slieve Bloom mountains to the South, both of which play a key role in the economic and tourism development of the county.

Offaly County Council consists of 19 members elected every five years, the most recent local elections having taken place in 2024. The county is divided into the three Municipal Districts of Tullamore, Birr and Edenderry with the local authority administrative headquarters located in Tullamore.

At a strategic level, the Council operate through its Corporate Policy Group comprising the Cathaoirleach of the Council and the Chairs of the local authority’s four Strategic Policy Committees as well as a Municipal District representative. The Chief Executive and his/her Management Team play a key role in supporting and advising this policy group.

Offaly Co. Council employs over 500 staff and has an estimated revenue and capital spend of over €97m and €53m respectively in 2025 allocated under eight service divisions –

Housing & Building

Road, Transport & Safety

Water Services

Development Management

Environmental Services

Recreation & Amenity

Agriculture, Education, Health & Welfare

Miscellaneous Services

Day to day management of these services take place under the stewardship of the Chief Executive and Directors of Service and a Director of Finance who currently hold the following briefs:

1. Director of Services – Climate Action, Environment, Transportation and Active Travel, NWCPO, Water and Tullamore Municipal District

2. Director of Services – Planning, Economic Development, Regeneration, Tourism, Heritage, Just Transition and Edenderry Municipal District

3. Director of Services - Community, Culture (including Libraries, Arts, Sports), Corporate Services (including Communications and Change), Emergency Services and Birr Municipal District

4. Director of Finance, ICT, Motor Tax, Procurement and Risk Management and Human Resources

5. Director of Services – Housing and Ukrainian Response

**JOB DESCRIPTION**

An Assistant Staff Officer is the second grade in a five tier administrative structure within Offaly County Council ranging from the most common entry grade of Clerical Officer, the tier below the Assistant Staff Officer post, through to Staff Officer, Senior Staff Officer and Administrative Officer which are generally line management roles. The Assistant Staff Officer can therefore be an entry grade for candidates meeting the qualification requirements as well as providing a promotional opportunity for serving Clerical Officers who meet the specified competencies and requirements of the post.

An Assistant Staff Officer works as part of a multi-disciplinary team within one of the previously outlined Local Authority Directorates, to provide administrative support and customer service across the broad range of local authority front line and internal services which includes for example corporate, finance, IT and human resource functions. Front line services include social housing; transportation infrastructure; environmental protection; water, wastewater, recreation, amenity and cultural services such as the arts and public library service.  Local Authorities also play a key role in supporting economic development and enterprise promotion at local level.

An Assistant Staff Officer will generally work under the direction and management of a Staff Officer, Senior Staff Officer or Administrative Officer and may from time to time, be required to deputise for a Staff Officer, the first level of line management within the administrative grades. The successful candidate will therefore require excellent administrative, communications and people management skills as the role may entail assuming supervisory and budgetary responsibility for a particular division or function of the local authority. The ideal candidate will therefore be a highly motivated person, with a strong sense of commitment to delivering quality public services willing to take on a challenge.

**ESSENTIAL REQUIREMENTS FOR THE POST**

Candidates are required to demonstrate a clear knowledge and understanding of:

* Local authority services, its key stakeholders and relationships
* Local government structures and its democratic role and mandate
* Current local government issues
* Key policies guiding the local government sector
* Public service values

The ideal candidate must be able to demonstrate that they have sufficient competence in the following key skills which are essential for the role:

* Communications and interpersonal
* People management
* Organisational and time management
* Problem solving
* Administration and report writing
* Operation of ICT systems and standard office software packages

Candidates must also demonstrate a proven track record in the following:

* Customer service
* Working effectively as part of a team
* Planning and prioritisation of workloads
* Dealing effectively with conflicting demands
* Working under pressure to tight deadlines
* Adapting to change
* Project management
* Budget management
* Acting on own initiative
* Ability to communicate effectively across different levels within an organisation
* Maintaining confidentiality

**COMPETENCIES FOR THE POST**

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Candidates *Thinking Style* and approach to:

* Problem solving
* Decision making
* Analytical skills

Candidates approach to *Delivering Results*:

* Organising and planning workloads
* Business planning & reporting
* Goal setting
* Budget management
* Achieving efficiencies
* Quality customer service

Candidates *Interpersonal & People Orientation* Skills:

* Written and oral communications
* Persuading and influencing others
* Team-working
* Establishing and maintaining key internal and stakeholder relationships
* Dealing with conflict

Candidates *Personal Effectiveness*:

* Resilience and Personal Well-Being
* Commitment to integrity & Public Service Values
* Personal Motivation
* Initiative and creativity
* Understanding the structures and environment within which the local authority sector operates
* Political awareness

**PANEL FORMATION**

Recruitment arrangements to this grade will now be on the following basis:

1. 50% confined to employees of the sector
2. 30% open
3. 20% confined to employees of Offaly County Council

The Council will form three separate panels of suitably qualified candidates to meet the requirements agreed nationally of the ratio of posts to be confined to the local government sector, open and those confined to Offaly County Council staff. The order of candidates placed on each of the three panels is determined by where they were placed on the overall Order of Merit List.

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 Offaly County Council) will comprise of all successful applicants in order of merit from within the recruiting Local Authority i.e. candidates serving in Offaly County Council

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

**QUALIFICATIONS**

1. **CHARACTER**

Candidates shall be of good character.

1. **HEALTH**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

1. **Citizenship**

Candidates for any of the above panels must, by the date of any job offer, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
2. A citizen of the United Kingdom (UK); **or**
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
4. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; **or**
5. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; **or**

A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

1. **EDUCATION, TRAINING, EXPERIENCE, ETC.**

**APPLICANTS TO PANEL B (OPEN)**

(i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,

**and**

 (b) have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics),

**or**

(ii) have obtained a comparable standard in an equivalent examination,

**or**

(iii) hold a third level qualification of at least degree standard.

**Confined Competition (Panels A and C as appropriate)**

(iv) (a) be a serving employee of a local authority or a regional assembly and have not less than two years’ satisfactory experience in a post of Clerical Officer or analogous post.

**PARTICULARS OF OFFICE**

**1. The Post:**

The post is whole time and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel will be used to fill both permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

**2. Salary:**

The salary shall be fully inclusive and shall be as determined from time to time.  Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.   Starting pay for new entrants will be at the minimum of the scale.  Where the appointee has been serving elsewhere in the public service in an analogous grade and pay-scale, and will be moving without break to another part of the public sector at an analogous grade, the appointment may be made at the appointee’s current point of scale.  The rate of remuneration may be adjusted from time to time in line with Government pay.

**The current salary scale applicable to the post is €35,260 - €54,367 (LSI 2)**

**3. Duties:**

You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of your duties. You shall, if required, act for an employee of a higher level. You may be required to work outside your normal job description from time to time.

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

* Provide administrative support to Council and Municipal District operations to implement and deliver on corporate objectives and service delivery plans
* Compiling reports, returns and financial claims
* Ensuring compliance with organisational policies and procedures
* Assume responsibility for the management of small divisional/departmental projects when required
* Dealing efficiently and communicating effectively and professionally at all times with stakeholders including local authority staff, elected members, community groups, businesses and residents
* Liaising with and responding to other local authorities, government departments and statutory agencies where required
* Organise and facilitate internal and external meetings and events
* Create and maintain any records or databases required
* Use all technology including IT and financial systems and any equipment assigned
* Participate in the Performance Management Development System
* Complete all essential training successfully
* Carrying out duties in a politically neutral and impartial manner that enhances public trust and confidence in the local authority decision making process
* To act or deputise for more senior personnel when required
* Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time

**4. Work Base:**

Offaly County Council reserves the right to assign you to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**5. Working Hours:**

The working hours at present provide for a five day, thirty-five hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remunertation will be paid in respect of such activities.

The provisions of Offaly County Council’s Time and Attendance Policy is applicable to this grade at the current time. A flexible working hours system is in operation subject to the terms and conditions of the Time and Attendance Policy.

**6. Annual Leave:**

The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended)

**7. Sick Leave:**

 The terms of the Public Service Sick Pay Scheme will prevail.

**8. Probation:**

Appointees will be on probation for the first year of employment. The terms of the Offaly County Council Probation Policy will apply.

**9. Superannuation:**

***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***: New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. A rate of PRSI contribution will be required of their superannuation to contribute to the local authority at the rate of 3% of their pensionable remuneration plus 3.5%, of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). This includes a contribution to a Spouse’s and Children’s Scheme. Pension and retirement lump sum based on career-average pay, pensions will be co-ordinated with the State Pension Contributory (SPC).

***For persons who commenced public sector employment prior to 1st January 2013:*** Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (ie. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

**10. Retirement:**

 Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a ‘New Entrant’ to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 65 years.

**11. Travel:**

Holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Offaly County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**12. Taking Up Appointment:**

Offaly County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**13. Recruitment & Selection Processes:**

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Offaly County Council may decide that a number only will be invited to same. In this respect, Offaly County Council provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position **based on the specific competencies identified in the job description**. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form. On occasions a short listing interview may take place.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled. In light of COVID-19, **interviews may be held via MS Teams** rather than a traditional face-to-face interview. Candidates will be notified of the means through which the interview will be conducted prior to their interview date.

Candidates will be required to pay any expenses incurred by them in attending the interview. A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

**Right to Review**

Offaly County Council’s Recruitment & Selection Policy document is available from the Human Resources Department on the HR page of iPortal or on our website at <https://www.offaly.ie/c/careers/>

This document includes details of the review procedure available to applicants for each stage of the recruitment process.

 **14. Health:**

For the purpose satisfying the requirements as to health, it may be necessary for the successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to candidates. The successful candidate must comply, at his/her own expense with such remedial requirements as the Council considers necessary.

**15. Residence:**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

**16. Safety & Welfare:**

The holder of the post shall co-operate with the terms of Offaly County Council’s Safety Statement and Major Emergency Plan. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

If required, the successful candidate shall wear protective clothing and have on his/her person at all times a valid SafePass card. Should he/she not hold a valid SafePass card, a course shall be undertaken to attain the card.

**17. Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

**18. Reference/Documentary Evidence:**

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Offaly County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Offaly County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**19. Garda Vetting/Child Protection:**

Successful candidates may be subject to Garda Vetting and Child Protection Procedures in advance of appointment to the position.

**Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate’s favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought**

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

**Offaly County Council is an equal opportunities employer**

**Applications from people with disabilities are welcome**

**Special requirements for interview purpose may be arranged if required**



**Application for the Post of: Assistant Staff Officer**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 pm on Thursday the 10th July 2025**

**IMPORTANT CHECKLIST AND NOTES:**

* **One copy of this application form with supporting qualifications** should be emailed in PDF format only to hrsupport@offalycoco.ie not later than **4:00pm on Thursday 10th July 2025**

 with the subject line as: – Assistant Staff Officer, 2025 – “First Name, Surname”

* Please provide evidence of the level of your qualifications on the National Framework of Qualifications and copy of certificates verifying qualifications and/or transcripts. The onus is on candidates to establish eligibility in this application form. **Applications will not be considered if copies of qualifications are not received.**
* Original certificates will be required prior to any appointment.
* Responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department of Offaly County Council.

* Before you return the form please ensure that you have completed all sections and that you have signed the declaration at the end of the form.
* You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.

* Applications may be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.
* Canvassing by or on behalf of the applicant will automatically disqualify.

**NOTE: PLEASE RETURN THE APPLICATION FORM PORTION ONLY WITH SUPPORTING QUALIFICATION , RETAIN THE BOOKLET FOR YOUR OWN RECORD**



**Aras an Chontae, Charleville Road, Tullamore, County Offaly**

**Tel: (057) 93 46800**

**Web:** [**www.offaly.ie**](http://www.offaly.ie) **e-mail:** hrsupport@offalycoco.ie

**APPLICATION FOR ASSISTANT STAFF OFFICER**

**Closing Date for receipt of applications Thursday the 10th July 2025**

**Please indicate which panel(s) you wish to apply for:**

**(please refer to Candidate Booklet for Qualifying Criteria)**

**Panel A (Existing Local Authority Sector Staff Only)**

**Panel B (Open Competition)**

**Panel C (Existing Offaly County Council Staff Only)**

|  |
| --- |
| **SECTION A – PERSONAL DETAILS** |

|  |  |
| --- | --- |
| **Surname:** BLOCK CAPITALS  | **Forename (s):** BLOCK CAPITALS  |
|  | **Known As:** |
| **Address for correspondence purposes:**BLOCK CAPITALS  | **Contact Details:** |
|  | **Home Telephone:** |
|  | **Work Telephone:** |
|  | **Mobile Tel Number:** |
| **Eircode:** | **E-mail Address:** |

|  |
| --- |
| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:
Please provide copy of qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

**Please provide copy of qualifications**

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

**Academic, Professional or Technical Qualifications (cont):**

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

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

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

**Training Courses Undertaken:**

|  |
| --- |
|  |

**membership of professional institutions:**

|  |
| --- |
|  |
| **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 date. 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.***

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |

**SECTION D – SUPPLEMENTARY INFORMATION**

i. Please provide a **brief** summary of your approach to **PROBLEM SOLVING AND DECISION MAKING.**

*(****Please limit your answer to 250 words.)***

|  |
| --- |
|  |

ii. Please provide a **brief** summary of particular experience which demonstrates your ability to **DELIVER RESULTS**

*(****Please limit your answer to 250 words.)***

|  |
| --- |
|   |

iii. Please provide a **brief** summary of a time when you demonstrated **INTERPERSONAL AND PEOPLE ORIENTATION SKILLS**?

*(****Please limit your answer to 250 words.)***

|  |
| --- |
|  |

iv. Please provide a **brief** summary of a particular situation which demonstrates your **PERSONAL EFFECTIVENESS**

*(****Please limit your answer to 250 words.)***

|  |
| --- |
|  |

***ACHIEVEMENTS/SUPPORTING INFORMATION:***

Please outline briefly any particular achievments or supporting information you consider relevant to your application:

|  |
| --- |
|  |

**SECTION E – ADDITIONAL INFORMATION**

***REFEREES:***

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)

***Please complete in BLOCK CAPITALS***

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email Address:*** |  |
| ***Nature of Relationship:*** |  |
|  |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email address*** |  |
| ***Nature of Relationship:*** |  |

Have you any objections to the County Council contacting your present and/or previous employers ? **Yes / No**

If successful, when could you take up duty?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you in receipt of superannuation allowance in respect of previous employment in the Public Service? **Yes / No**

If yes, please give details of pension and date granted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntry redundancy/early retirement from the local authority or other Public Service Organisation by which you were employed? **Yes / No**

If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current full Driving Licence? **Yes/ No**  If yes, please specify classes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you have Access to a vehicle? **Yes/ No**

Do you have a valid **safe**pass card? **Yes / No** If yes, please specify expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualifaction or render me liable to dismissal, if employed. I hereby authorise Offaly County Council to seek any additional information they may require in connection with my application for the post.

Failure to sign application will render it invalid.

**Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**