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**Candidate Information Booklet**

**Post of: Library Caretaker/Attendant**

**Closing Date: 4:00 pm Thursday 17th July 2025**

**Applications should be emailed only to** [hrsupport@offalycoco.ie](mailto:recruitment@offalycoco.ie) **with the subject line as: Library Caretaker/Attendant - 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**

Library Caretaker/Attendant is one of the key frontline roles in the library service, working as a member of the library team in a library service point to deliver a safe, friendly, efficient library service to the public. Key responsibilities include securing and opening the library building, ensuring the library can be enjoyed both by customers and staff, and ensuring that facilities and outside areas are well presented. The duties of the Library Caretaker/Attendant shall be consistent with the provision of a modern public library service that includes a My Open Library facility, that is responsive to the changing requirements of customers of all ages and abilities.

Library services are provided over a six-day week and shift work is required in line with public opening hours, including a minimum of two late evenings, every Saturday and weekends. The duties of a library caretaker/attendant are varied and can involve assignment to different libraries as well as relief duties across the library network.

As the Library Service is a county-wide service, staff may be required to provide cover at, and may be reassigned to, any service point within County Offaly as required by the County Librarian.

**Duties & Responsibilities**

The duties of the post of Library Caretaker/Attendant include but are not limited to the following:

* Work as a member of the library team to deliver a safe, efficient and friendly service by assisting the public to access the full range of library services.
* Maintain library areas (internally and externally) in good and secure order, to include but not limited to securing and opening the building, handling of alarm and security systems, alarm call-out duties, My Open Library support and the routine operation of heating, lighting, ventilation and CCTV systems as required.
* Assist with event and activity programming by maintaining activity areas, e.g. movement of seating, desking, furniture, shelving, exhibition boards, equipment. Setting up and dismantling exhibitions and materials for lectures, classes, workshops etc., including setting up catering and refreshments; and post event re-organising and clean up.
* Patrol the library premises, control queues and be present in public areas of the building.
* Support the team in dealing with instances of anti-social behaviour, unaccompanied children, group visits and general library user management in line with Offaly County Council’s Health and Safety Policy and Child Safeguarding Policy.
* Support the team to prevent the misuse of library equipment and ensure that library facilities are well presented, not interfered with or damaged, and that library property is not removed without authorisation.
* Support building maintenance by carrying out basic repairs, check the building, equipment and make safe any damaged fixtures or fittings, as may be required from time to time. Report maintenance issues to supervising library manager.
* Perform cleaning duties inside and outside the library building, to include tidying library grounds, recycling & refuse co-ordination, library toilet checklists as required.
* Maintain standards of cleanliness and tidiness in all library and events spaces; keep entrances and exits clear.
* Operate within the terms of Offaly County Council’s Safety Statement and assist with monthly Health & Safety inspections of libraries. Assist with administrative work associated with Health and Safety.
* Be responsible for dealing with and signing-in and out contractors and liaise with the nominated library manager and/or OCC staff on matters of building maintenance.
* Assist with maintaining the Fire Register (in conjunction with the supervising library manager), including Fire drills and other duties assigned to the role. Report health and safety hazards, assist with clean ups and respond to incidents.
* Carry out basic I.T. troubleshooting and maintenance under direction as required.
* Assist in the management of library collections by shelving and re-organising stock and maintaining storage areas.
* Assist with deliveries including National Book Delivery services. Undertake messenger work of a local nature and make collections and deliveries between library headquarters, library branches and/or other designated offices as required.
* Support staff with day-to-day delivery of *My Open Library* and self-service technologies.
* Attend training courses as required
* Any other duties that may be assigned by the nominated library manager or County Librarian.

**Competencies for the Post**

Key Competencies for the post of **Library Caretaker/Attendant** 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:

**Knowledge and Understanding of the Role of Local Government**

* Demonstrates an understanding and knowledge of the role and responsibilities of Library Caretaker/Attendant.
* Demonstrates an understanding and knowledge of the services provided by Offaly County Council and the Library Service.
* Demonstrates an understanding and knowledge of the role of the Elected members of the Council.
* Demonstrates an awareness of their own and others safety within the workplace including Health & Safety.

**Customer Focus**

* Demonstrates experience and ability to deal with members of the public.
* Delivers an excellent standard of customer service in all circumstances.
* Relates well to others and maintains positive working relationships.
* Represent the organisation positively and professionally when dealing with members of the public and other stakeholders.

**Interpersonal and Organisational Skills**

* Demonstrates ability to work on own initiative and within a dynamic and changing work environment.
* Demonstrates ability to work as part of a team.
* Demonstrates problem solving skills.
* Demonstrates positive attitude, energy and enthusiasm for the role.
* Manages time and workload effectively.
* Possess excellent verbal and written communication skills.
* Demonstrates willingness to undergo training as required in relation to new systems, procedures etc.

**QUALIFICATIONS**

**ESSENTIAL REQUIREMENTS**

1. **Character**

Each candidate must be of good character.

1. **Health**

Each candidate shall 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**
6. 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.
7. **Education**

The candidate should have a standard of education that would enable him/her to efficiently perform their duties, and must be capable of making satisfactory reports (including written reports) on matters pertaining to the duties of the post.

1. **Experience**

Each candidate must satisfy the local authority that he/she has adequate education, training and experience of a type which would render him/her suitable to perform satisfactorily the duties of the post of Library Caretaker/Attendant, Offaly Library Services.

1. **Driving licence**

The candidate must hold a current valid driving licence for Category B free from all endorsements and be prepared to drive such vehicles as the Council may require in the performance of his/her duties.

1. **Desirable criteria**

The ideal candidate will:

* Possess excellent communication skills and have the ability to provide an excellent standard of customer service in all circumstances;
* Possess an ability to work effectively within a team, to take instruction and to seek to deliver positive outcomes as required by the varying situations;
* Engage with a wide range of people in a positive manner;
* Engage positively with young people and teenagers;
* Possess excellent literacy and numeracy skills;
* Possess excellent I.T. skills; and be comfortable with new technologies;
* Demonstrate proven problem solving and trouble shooting skills;
* Have the ability to work effectively under pressure and achieve objectives in a timely manner;
* Have an interest in the library service and playing a role in good service delivery;
* Be motivated to achieve maximum performance by supporting the current Performance Management and Development System (PMDS).
* Have an awareness of Health & Safety legislation and regulations, the implications for the organisation and the employee, and their application in the workplace.

**PARTICULARS OF OFFICE**

**The Post:**

The post is permanent, 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 appropriate vacancies that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

**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.   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 **€776.71 - €798.06 per week.**

**Duties:**

You shall perform such duties, including duties and responsibilities as outlined in the Job Description, as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function for which the Chief Executive is responsible. You shall, if required, act for an employee of a higher level.

Offaly County Council may require you at its discretion to undertake other duties from time to time in addition to or as a variation of the duties of the position. It is understood that you will perform to the best of your ability all the duties of this position and any other additional or substitute duties which may reasonably be required of you and you will at all times comply with all reasonable instructions and use your best endeavours to promote the interests of Offaly County Council.

**Work Base:**

Initial assignment will be to Tullamore Central Library, Tullamore, Co.Offaly. 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.

The Library Service currently delivers services from the following locations:-

Tullamore

Birr

Edenderry

Banagher

Daingean

Clara

Ferbane

Kilcormac

**Reporting Arrangements:**

You will report directly to the County Librarian, Offaly County Council or to other such person as may be determined from time to time.

**Working Hours**:

Working hours will be based on a 39-hour week to suit library service delivery requirements. Within the 39-hour week every Saturday and evening work is scheduled as part of normal working rotas. Rotas may be amended periodically in response to service needs. The working hours may be reviewed at any time by the Council. No additional remuneration 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.

**Annual Leave:**

The current annual leave 25 days per annum inclusive of Good Friday. 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)

**Sick Leave:**

The terms of the Public Service Management (Sick Leave) Regulations 2014 as amended will prevail.

**Probation:**

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

**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 dependant 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.

**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.

**Travel:**

When required to do so, 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. If you are required to travel as part of your official duties, Offaly County Council as your employer must be indemnified on your insurance policy. 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 Offaly County Council’s Travel and Subsistence 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.

**Recruitment:**

**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 occasion a shortlisting 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.

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.

**Appeals:**

Offaly County Council’s Recruitment & Selection Policy document is available from the Human Resources Department or on our website at [www.offaly.ie/careers](http://www.offaly.ie/careers) . This document includes details of the appeals procedure available to applicants for each stage of the recruitment process.

**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.

**Health:**

Where a permanent post is being filled, it will be necessary for each successful candidate, before he/she is appointed, to undergo, at their expense, a medical examination by the local authority’s Occupational Health Medical Advisor. On taking up appointment, the expense of the Medical Examination will be refunded to the candidate.

**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.

**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.

**Reference/Documentary Evidence:**

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.

**Garda Vetting:**

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, to 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.**

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**Application for the Post of:**

**Library Caretaker/Attendant**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**Thursday 17th July 2025 @ 4.00 pm**

**IMPORTANT CHECKLIST AND NOTES:**

* **One copy of this application form with supporting qualifications** should be emailed in PDF format only to [hrsupport@offalycoco.ie](mailto:recruitment@offalycoco.ie) not later than **4:00pm on Thursday 17th July 2025**

with the subject line as: – Library Caretaker/Attendant 2025 – “First Name, Surname”

* 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.
* Please provide a photo (passport size) in jpg image format.
* 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.

* 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.
* Original certificates will be required prior to any appointment.
* 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, RETAIN THE BOOKLET FOR YOUR OWN RECORD**

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| cid:image001.png@01D643D8.91B87470**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](mailto:recruitment@offalycoco.ie) |

**APPLICATION FOR THE POST OF:**

**Library Caretaker/Attendant**

**Closing Date for receipt of applications: 4.00pm Thursday 17th July 2025**

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| --- | --- | --- |
| **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:** |

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| **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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and Full Title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained e.g.: 1, 2.1, 2.2, Pass etc.** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and full title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained e.g.: 1, 2.1, 2.2, Pass etc.** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

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| --- | --- | --- | --- |
| **Date obtained and full title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained e.g.: 1, 2.1, 2.2, Pass etc.** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

**Training Courses Undertaken:**

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|  |

**membership of professional institutions:**

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| --- | --- |
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| **SECTION C – EMPLOYMENT RECORD** | |

*Please give below, in date order* ***(starting with your current employer)*** *full particulars of all employment, including any periods of unemployment, 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):** |  |
| **Permanent, Temporary or Acting:** |  | | **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):** |  |
| **Permanent, Temporary or Acting:** |  | | **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):** |  |
| **Permanent, Temporary or Acting:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

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

**SECTION D – SUPPLEMENTARY INFORMATION**

For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the requirements of this role.

Please refer to the Candidate Information Booklet for further details on the competencies for this role and to the ‘Ideal Candidate’ section of the booklet in choosing your examples. Examples should not exceed 300 words under each heading.

|  |
| --- |
| **Knowledge and Understanding of the Role of Local Government:**  **(max 300 words)** |
|  |

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| --- |
| **Customer Focus:**  **(max 300 words)** |
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| **Interpersonal and Organisational Skills:**  **(max 300 words)** |
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***ACHEIVEMENTS / SUPPORTING INFORMATION:***

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

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| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state Citizenship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a non-EEA citizen please state Visa Stamp eligibility?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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