KILKENNY COUNTY COUNCIL

- APPLICATION FORM -



***Telephone: 056-7794155***

***E-Mail:*** ***hr@kilkennycoco.ie***

***Kilkenny County Council***

***County Hall,***

***John Street,***

***Kilkenny***

**COMPETITION: CLERICAL OFFICER**

**REFERENCE NO.: 2021/PT/O/A/02 - Open Competition**

**Please Indicate Your Position Preference Below:**

1. Permanent Position
2. Temporary Position

Note: Temporary positions will be of a short term nature and will be required to be filled

at short notice

**COMPLETED FORMS:**

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

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

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

Applications received after the closing date and time specified will not be accepted.

Curriculum Vitae’s or Applications submitted by e-mail will not be accepted

**CLOSING DATE: 5.00p.m. Wednesday 24th March 2021**

**PERSONAL DETAILS**

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

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

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

in writing

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

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

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

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

5.Do you possess a full-unendorsed driving licence Yes No

**Please indicate where you first saw notice of advertisement for this post:**

 Kilkenny Local Authorities Website 🖵 Kilkenny People 🖵

 Social Media – Facebook /Twitter 🖵 Publicjobs.ie 🖵

 Localgovernmentjobs.ie 🖵 Job Fair 🖵

 Internal Local Authority

 Communication 🖵 Other 🖵

 If other please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION / TRAINING**

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

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| --- | --- | --- | --- | --- |
| **DATES** | **SCHOOL/COLLEGE ATTENDED** | **EXAMINATION** | **YEAR TAKEN** | **CAO QUALIFICATIONS CODE** |
| **FROM** | **TO** |  |  |  |  |
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2.Please list all training courses undertaken (either in-house or privately):

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

Remember you may be shortlisted based on the information you supply in the Application Form. Candidates are advised not to submit a Curriculum Vitae. Anything you write may be discussed in more depth, should you be called to interview.

1. Give below details of present position.

**PRESENT POSITION**

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

TITLE/POST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE INDICATE IF THIS POST IS PERMANENT/TEMPORARY/ACTING:

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

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

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

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

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

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

A number of key competencies (necessary skills and qualities) have been identified as being essential for the effective performance of the role of Clerical Officer.

You should describe situation/s from your own experience, which you think is the best example/s of what **YOU** have done which demonstrates the specific competency. It is essential that you describe how you demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings including professional, community, sporting or voluntary.

Please note that, the interview board may look for additional examples of where you demonstrated the skills required for the post.

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

Candidates called for interview will be assessed on the following competencies as outlined in the Recruitment Guidance Booklet – Applicants

[Maximum word limit of 500 words for each of the Competencies]

|  |
| --- |
| **Customer Focus** |

|  |
| --- |
| **Planning and Organising Work:** |

**Team Work**

**Communicating Effectively**

**Personal Effectiveness:**

**SUPPORTING INFORMATION**

**Please indicate, in bullet format, any particular experience or achievements you consider an Interview Board should be aware of when assessing your application. [****maximum word limit of 500 words]**

**REFEREES**

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

contacting your past/or present employers?

2.. Each applicant is required to submit as references the names, addresses and email addresses of two responsible persons to whom he/she is well known but not related and of which at least one must be a previous/current employer.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before signing the below please ensure that you have replied fully to all questions. All fields must be filled out to be eligible for further consideration.**

**AUTHORISATION & DECLARATION BY CANDIDATE**

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

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

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

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

***KILKENNY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER***

*The information supplied in this form is held on the understanding of confidence subject to the requirements of the Freedom of Information Act 2014 or other legal requirements.*