COMHAIRLE CHONTAE CHILL CHAINNIGH

KILKENNY COUNTY COUNCIL

- APPLICATION FORM -



***Tel: 056-7794155***

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

***Kilkenny County Council***

***County Hall,***

***John Street,***

***Kilkenny***

**COMPETITION: EXECUTIVE TECHNICIAN**

**REFERENCE NO.: 2020/T/O/P/11**

**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 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 or fax will not be accepted.

**CLOSING DATE: 5.00 P.M. ON WEDNESDAY 2nd SEPTEMBER, 2020**

**PERSONAL DETAILS**

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

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

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

in writing

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

3. Tel. Nos.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext.\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

6. **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**

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in the competencies set out hereunder. A summary definition of each competency is provided in the accompanying documentation.

An example of Communicating Effectively is not required on the Application Form but will be assessed at interview stage.

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

Candidates called for interview will be assessed on the following competencies:

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

|  |
| --- |
| **Delivering Results:** |

**Management and Change:**

**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. Please give below the name and address of your present or most recent employer, or a responsible person, to whom you are not related, whom we can contact for a reference.

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

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

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

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

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

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

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

**NOTE:** Please return **FOUR** copies of the completed and signed Application Form together with **FOUR** copies of supporting documentation [i.e. Qualifications etc.] in hard copy format. Claims that any Application Form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of Posting is produced in support of such claims.

* Before signing the above please ensure that you have replied fully to all questions. All fields must be filled out to be eligible for further consideration.
* You should also satisfy yourself that you are eligible under the qualifications. Kilkenny County Council may not be in a position to investigate the eligibility of all candidates in advance of the interview / examination, and hence persons who are ineligible but nevertheless enter may put themselves to unnecessary expense. The onus is on the candidate to establish eligibility in this application from. It is required that the CAO Qualifications Code is included in the Education/Training section
* In accordance with the principles of the General Data Protection Regulations, the information sought in relation to this recruitment campaign will not be used for any other purpose by Kilkenny County Council and will be destroyed in accordance with the Records Retention Policy. In the event of successful candidates taking up a position with Kilkenny County Council, your personal information will be held on your personnel file.
* 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.
* Applications received after the closing date will not be considered.

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

**it should be clearly noted that canvassing on behalf of candidates will lead to their disqualification from the competition**

***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.*