**KILKENNY COUNTY COUNCIL**

**- APPLICATION FORM -**



***Kilkenny County Council***

***County Hall,***

***John Street,***

***Kilkenny***

***Tel: 056-7794155***

***Fax: 056-7794080***

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

1. **COMPETITION: SUMMER EMPLOYMENT SCHEME 2020**

 **THIRD LEVEL STUDENTS**

**REFERENCE NO.: 2020/T/O/O/05**

 **Please indicate work area preference:**

1. Environmental Works
2. Office Duties (if available)
3. Wish to be considered for both of the above

 **If you have selected environmental works above please indicate which period of employment you are available for work, as environmental work contracts are for a five-week period only:**

1. 25th May, 2020 to 28h June, 2020
2. 29th June, 2020 to 2nd August, 2020

(c) 3rd August, 2020 to 6th September, 2020

2. **CONTRACT**

Temporary Specific Purpose Contract

3. **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 THREE copies of completed Application Form together with supporting documentation. Applications received after the closing date and time specified will not be accepted. Applications submitted by e-mail and CV’s will not be accepted.**

4. **CLOSING DATE: 5.00 P.M. FRIDAY 20th MARCH, 2020**

**SECTION ONE: PERSONAL DETAILS**

1.1 Name in Full *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2 Postal Address *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

in writing

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

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1.3 Tel. Nos.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1.4 Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.5 Date of Birth *dd / mm / yy*

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1.6 Applicants applying for Environmental Works **must** possess a current Safe Pass Card

Do you possess a current Safe Pass Card Yes No

***Please submit a copy of same with Application Form***

**SECTION TWO: EDUCATION**

2.1 College / University Attending

|  |  |  |
| --- | --- | --- |
| **COLLEGE / UNIVERSITY****ATTENDING** | **TITLE OF COURSE** | **YEAR****[i.e. are you in 1ST, 2ND, 3rd 4th Year]** |
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**SECTION THREE: EMPLOYMENT DETAILS**

3.1 Have you previously been employed by Kilkenny County Council Yes No

If Yes, please state when and where employed.

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Give below, in date order, full particulars of all other employment or experience. It is not sufficient to refer to a previous application or attached CV.

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| --- | --- | --- | --- | --- | --- |
| **NO. OF MONTHS** | **FROM** | **TO** | **TITLE OF POST****Please indicate whether post is Permanent/Temporary** | **MAIN DUTIES** | **NAME & ADDRESS OF EMPLOYER** |
|  |  |  |  |  |  |
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**SHORTLISTING**

The Local Authority may decide, by reason of the number of persons seeking admission to the competition to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by the Local Authority. Shortlisting will be based on Application Form or interview or both.

Those who are employed to carry out environmental works in Kilkenny City & Environs will have duties to include the following:

(i) Litter Picking

(ii) Landscaping, Weeding, Maintenance of Flower Beds and Flower Displays

1. Maintenance of Cemetery
2. Any other duties that may be assigned by Supervisor

Please state why you should be selected for this work:

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

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There may be opportunities for indoor office duties. Please state why you should be selected for

this work:

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**SECTION FOUR: SUPPORTING INFORMATION**

4.1 Are you legally authorised to work in the Republic of Ireland? Yes No

4.2 Have you ever been convicted of a criminal offence? Yes No

If so, please give details

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4.3 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***NOTE: Please return THREE copies of the completed and signed Application Form together with THREE copies of supporting documentation [i.e. safepass 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. 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.***
* ***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.***
* ***Kilkenny County Council may decide, by reason of the number of persons seeking admission to the competition to carry out a Shortlisting Procedure. Shortlisting will be based on qualifications, relevant experience, and information submitted on the Application Form.***
* ***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***