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| Sligo CoCo LOGO H Res | **Sligo County Council****Comhairle Chontae Shligigh** | For official use only |
| **CREATION OF PANEL FOR POSITION OF** **ADMINISTRATIVE OFFICER (GRADE VII)**  **Closing Date: 4.30 p.m. on Thursday 9th May 2024** |
| **Please indicate if you are currently serving in a local authority or regional assembly by ticking the appropriate box below:** **Yes No****If yes, please insert the name of the local authority or regional assembly:** |
| **Section A – Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE:** |  | **FIRST NAME:** |  | **SURNAME:** |
|  |  |  |  |  |
| **ADDRESS – For Correspondence Purposes** |
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| --- |
| **CONTACT DETAILS** |
|  |  |  |  |
| **Work Phone:** |  | **Extn. Number:** |  |
| **Home Phone:** |  | **Mobile Number:** |  |
| **E-mail Address:** |  |  |  |
| ***Please note that the e-mail address provided above will be used by Sligo County Council to correspond with applicants as part of this recruitment campaign. It is, therefore, in your interest to check your ‘inbox’ and “spam” e-mail folders on a regular basis, throughout this recruitment campaign. Sligo County Council cannot accept responsibility for delivery or receipt of e-mail to or by candidates.***Are you an elected member (i.e. County/City Councillor) of a Local Authority? Yes No |
| Should you be called for interview, is there any “reasonable accommodation” you would require the local authority to make to assist your attendance? (e.g. accessibility, sign language, large print, etc?) |
|   |

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**Section B – Relevant Educational Qualifications & Training**

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| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

**You must ensure that all sections of this application form are completed in full. It is in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form as this information may be used as part of a short-listing procedure and will inform the Interview Board in the event that you are called for interview.**

**QUALIFICATIONS: Please attach evidence of qualification(s) required to establish eligibility in this competition. Failure to do so will result in your application being deemed invalid.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date obtained and full title of Leaving Certificate /Degree/Other Relevant Qualification, etc.**  | **Level of Qualification (e.g. Pass, Honour, Merit, Distinction, etc.)** | **Subject(s) taken** | **Grade achieved (e.g. A, B, C, 2.1, 1.1, etc.)** | **School, University, College, or Examining Authority** |
| **Year obtained:** |  |  |  |  |
| **Year obtained:** |  |  |  |  |
| **Year obtained:** |  |  |  |  |
| **Year obtained:** |  |  |  |  |
| **DRIVING LICENCE DETAILS** |
| **Do you have a full Driver’s Licence? (Please tick) Yes No****(Please attach copy of Driver’s Licence)** |
| If yes, please state: | (i) Class/Category: (ii) Exp. Date:  |

**Section C – Employment Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

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. No period between these dates should be unaccounted for. If it is necessary to continue on a separate sheet, please set out the information in the same format as below:

**\*P – Permanent, T – Temporary Contract, A – Acting in post.**

**Where the grade status is not clearly stated, it will be assumed that the post held is a temporary contract.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Title of post held; include short description of duties** | **Status of Grade****\*P/T/A** | **Name & address of employer** |
| **Period in yrs & mths** | **From** | **To** |
|  |  |  |  |  |  |
| **Reason for leaving** |  |  |
|  |  |  |  |  |  |
| **Reason for leaving** |  |  |
|  |  |  |  |  |  |
| **Reason for leaving** |  |  |
|  |  |  |  |  |  |
| **Reason for leaving** |  |  |

**Section D – Competencies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

In each of the competency areas below, briefly detail an example that you feel best demonstrates your capacity in the competency area described. You should be mindful that the scale and scope of the examples given demonstrate the competency in question and are appropriate to a post at **Administrative Officer** level (250 words maximum).

|  |
| --- |
| 1. **Management and Change**
 |
|  |
| **(b) Delivering Results** |
|  |

**Section D – Competencies (contd/…)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

In each of the competency areas below, briefly detail an example that you feel best demonstrates your capacity in the competency area described. You should be mindful that the scale and scope of the examples given demonstrate the competency in question and are appropriate to a post at **Administrative Officer** level (250 words maximum).

|  |
| --- |
| **(c) Leading, Motivating and Managing Performance** |
|  |
| **(d) Communicating Effectively** |
|  |

**Section D – Competencies (contd/…)**

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| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

In each of the competency areas below, briefly detail an example that you feel best demonstrates your capacity in the competency area described. You should be mindful that the scale and scope of the examples given demonstrate the competency in question and are appropriate to a post at **Administrative Officer** level (250 words maximum).

|  |
| --- |
| **(e) Personal Effectiveness** |
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**Section E – Other Relevant Information**

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| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

**If it is necessary to continue on a separate sheet, please set out the information in the same format as below:**

|  |
| --- |
| **Please outline below any other relevant information that you wish to submit in support of your application:** |
|  |

**Remember, you may be short-listed for interview based on the information that you supply on this application form. Anything that you write may be discussed in more depth should you be called for interview.**

**Section F – Referees**

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| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

**Please provide the names of two responsible persons as referees, to whom you are well known but NOT related. The referees should be either a current/previous employer or someone to whom you are known in a professional capacity (If you are currently employed, ideally one of the referees should be your present employer).**

|  |  |
| --- | --- |
| **REFEREE NO. 1** | **REFEREE NO. 2** |
| **NAME & ADDRESS** | **NAME & ADDRESS** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Please state how this person is known to you, e.g. previous employer, acquaintance, etc.** | **Please state how this person is known to you, e.g. previous employer, acquaintance, etc.** |
|  |  |
| **TELEPHONE NUMBER** | **TELEPHONE NUMBER** |
|  |  |
| **E-MAIL ADDRESS** | **E-MAIL ADDRESS** |
|  |  |

**I declare that the particulars supplied on this application form are correct and I hereby give permission to Sligo County Council to make relevant enquiries with An Garda Síochana/Police.**

**I hereby acknowledge that the information supplied on this application form will be used solely for the purpose of the recruitment process.**

**Signed: Date:**

**NB: Failure to sign this declaration will result in your application being deemed invalid.**

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

IMPORTANT NOTES

**Candidates are required to pay particular attention to the following notes in relation to the submission of Application Forms:**

* The Application Form, together with any **required** documentation, must be submitted to Sligo County Council by e-mail (in PDF format) as **ONE** scanned document to jobs@sligococo.ie with the **title of the post, for which you are applying, included in the subject line of the e-mail.**

The declaration at the end of the Application Form **must** be signed before submission. Failure to do so, will result in the application being deemed invalid.

E-mail submission, as set out above, is the **only** format by which applications will be accepted by Sligo County Council - **Hard copies of the application will not be accepted and will be deemed invalid.**

* Please ensure to complete each section of the Application Form. Incomplete forms will be deemed invalid. CVs are **not** to be submitted with Application Forms.
* The onus is on candidates to establish their eligibility for the post on the Application Form. If a specific qualification is required as part of the eligibility criteria, applicants must submit documentary evidence of **that** qualification only with their Application Form. Failure to submit documentary evidence of a qualification required to establish eligibility for the post, with the application form, will result in the application being deemed invalid. If the Council requires evidence of additional qualifications, these will be sought at a later date.
* The onus is on applicants to ensure delivery and receipt of Application Forms, including all required supporting documentation, by the prescribed closing date. Please note that applications must be **received** by Sligo County Council by the time specified on the prescribed closing date. Candidates should allow adequate time (taking account for any delays that may occur between sending and delivery of e-mail) when submitting their application, to ensure that it is received by the Council by the specified time. **No late applications will be accepted** **and no exceptions will be made, regardless of the circumstances**.
* Queries can be made to the Human Resources Section of Sligo County Council either by e-mail to jobs@sligococo.ie or by telephone to 071 9111025.

**Canvassing by or on behalf of the applicant will automatically disqualify**.

***Checklist for Applicants***

1. Application form completed in full?
2. Declaration on application form signed?
3. Documentary evidence of qualification required to establish eligibility attached?
4. Copy of Driver’s Licence attached?
5. Application form & required documents scanned as one PDF document?
6. Application to be e-mailed to jobs@sligococo.ie