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**Application Form**

**Clerical Officer - Grade 3**

**Open Competition**

**Please Submit your TYPED Application Form by 4.00 pm on**

**Thursday 5th December 2024**

**Applications should be emailed to** clericalofficer25@tipperarycoco.ie

**Candidate Name:**

Applications are invited from suitably qualified persons to form panels (3) for

* **Civic Offices, Clonmel**
* **Carrick on Suir Municipal District**
* **Tipperary, Cahir, Cashel Municipal District**

the following position from which permanent and/or temporary positions may be filled in

respect of the following locations:

This competition is predominantly for the filling of permanent posts; however, can you confirm if you are interested in being considered for temporary work:

Yes

 No

**Section A**

 **Personal Details**

Name:

Address:

Eircode:

Telephone:

Email:

**Section B**

**GENERAL EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  | School Attended | Examinations Taken | Results Obtained |
| From | To |
|  |  |  |  |

**ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS (if any):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates  | College/University Attended | Full Title of Degrees,Qualifications, held | Date QualificationWas Awarded | Subjects in Final Exams |
| From | To |
|  |  |  |  |  |

**Section C**

**EMPLOYMENT HISTORY:**

In sequence starting with your current or most recent job. Additional sheets, in this format, may be used, if required. It is not sufficient to refer to another application. **Please note that applicants will be shortlisted for interview on the basis of information supplied on their applications.**

|  |  |
| --- | --- |
| **Name & Address** **Of Employer** |  |
| **Business** |  | **Start Date** |  |
| **Position** |  | **Salary** |  |
| **Description of Present duties and responsibilities:** |
|  |

**Section C -** Continued

|  |  |
| --- | --- |
| **Name & Address** **Of Employer** |  |
| **Business** |  | **Start Date** |  | **End Date** |  |
| **Position** |  | **Salary** |  |
| **Description of duties and responsibilities:** |
|  |

**Section C -** Continued

|  |  |
| --- | --- |
| **Name & Address** **Of Employer** |  |
| **Business** |  | **Start Date** |  | **End Date** |  |
| **Position** |  | **Salary** |  |
| **Description of duties and responsibilities:** |
|  |

**Section C -** Continued

|  |  |
| --- | --- |
| **Name & Address** **Of Employer** |  |
| **Business** |  | **Start Date** |  | **End Date** |  |
| **Position** |  | **Salary** |  |
| **Description of duties and responsibilities:** |
|  |

**Section D**

**Job Specific Competencies**

**RELEVANT EXPERIENCE - RANGE AND DEPTH:**

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas set-out hereunder. A summary definition of each of skill area is provided for your information and in that regard, **Candidates should refer to the description of these competencies contained in the Information Booklet (Page 13) pertaining to this post.**

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

Candidates called for interview will be assessed on the following competencies **in addition to Local Government Knowledge and understanding.**

|  |
| --- |
| 1. Customer Service and Communication Skills

Please provide a brief summary (**no more than 300 words**) of particular experience or aspects of your career which demonstrate your ability in the area of customer service and communiction skill.  |
|  |

|  |
| --- |
| 1. Team Work

Please provide a brief summary (**no more than 300 words**) of particular experience or aspects of your career which demonstrate your ability in the area of Team Work. |
|  |

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| --- |
| 1. Personal Effectiveness

Please provide a brief summary (**no more than 300 words**) of particular experience or aspects of your career which demonstrate your personal effectiveness. |
|  |

**Section E**

**Please indicate any particular experience and/or achievements you hold which you consider relevant to your application for this position (maximum 300 words**).

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| --- |
|  |

**Section F**

**REFERENCES:**

Please name two responsible persons, as referees, to whom you are well known but not related (at least one of the referees should be an existing or former employer). Tipperary County Council will assume permission to contact referees unless the applicant has stated otherwise.

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

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

**\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Tel. No.:  Tel. No.:  **\_\_\_\_\_**

Do you have any objection to Tipperary County Council contacting your past/or present employers?



                                                                   Yes                          No

**If successful, what period of notice are you required to give in your present employment:**

**Section G**

**Additional information**

**B.\* We require the following information to enable us to provide for any need you may have should you be called for any stage of this competition, e.g. Sign Language. (Mandatory Field\*)**

i.Do you have a disability? Yes No

ii. If yes, please give details of your requirements, if any, to enable us to make appropriate arrangements for this competition.

**A.\* Do you require an employment permit/visa to work in Ireland? (Mandatory Field\*)**

**Yes No**

**If yes, please state date of expiry**  DD/MM/YY

Please note that any offer of employment will be conditional upon the individual being legally entitled to live and work in Ireland.

**Section G –** Continued

 **Additional information**

**D.\* Have you ever accepted voluntary redundancy or early retirement from a local authority or other public service organisation by which you were employed? (Mandatory Field\*)**

Yes  No 

**If yes,** please give details of grade/post retired/resigned from

**C.\* For record purposes, do you have a current valid driving licence? (Mandatory Field\*)**

YesNo

**If yes,** please state if full or provisional **i.e. Full or Provisional**

Please state category of vehicles covered from the list below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A | B | BE | W | C | CE | C1 | C1E |
| D | CE | D1 | D1E |   |   |   |   |

**Section H**

**Please check the following points before submitting your application:**

* All TYPED application forms must be submitted to clericalofficer25@tipperarycoco.ie, fully completed and inclusive of all the requested documentation by **4.00 p.m. on Thursday 5TH December, 2024**. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
* All information must be provided on the formal application form only. Additional information via Curriculum Vitae **will not** be considered.
* Please ensure that you have included with the application a copy of your Leaving Certificate or other relevant qualification (i.e. Scanned copy of educational qualifications).
* Ensure that you have answered all questions fully.
* Remember - Please print, sign and scan your completed

application to clericalofficer25@tipperarycoco.ie before the above closing date.

* **Applications will be short-listed on the basis of the information provided on the application form.**
* Please notify the Human Resources Department of any change of address.
* Please notify the Human Resources Department of any special requirements you may need.

**Section I**

* I hereby declare that all particulars in this application are true and correct, to the best of my knowledge and belief.
* I give my permission for enquiries to be made to establish such matters as age, qualifications, experience, and character and for the release by other people or organisations of such information as may be necessary to Tipperary County Council for that purpose. This may include enquiries from past/present employers and the submission of this application is taken as consent to this.
* I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking, and that any employment offered to me is dependent upon the information given herein being correct.
* I am aware that false or misleading information or deliberate omissions may result in termination of any employment offered.
* 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.
* Failure to sign application will render it invalid.

**SIGNATURE OF APPLICANT**

**DD/MM/YY**