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*Candidate Application Form for the position of*

***Temporary Tourism Marketing Officer***

***(Munster Vales) (Specified Purpose -***

***Maternity Leave Cover (Circa 12 months))***

***PLEASE READ & COMPLETE CAREFULLY***

*Competition Reference: RT/778*

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

*Tipperary County Council is an Equal Opportunities Employer*

PLEASE NOTE: Only typed applications will be accepted.

 **CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 P.M. on Friday, 6th December, 2024.**

Completed applications (4 copies) to be sent to HR Section, Tipperary County Council, Civic Offices, Emmett Street, Clonmel, Co. Tipperary E91 N512.

**Tel: 0818 06 500**

Closing date: **4.00pm, Friday, 6th December, 2024.**

*Please refer to the Information Booklet relating to this competition for further details and requirements*

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##### IMPORTANT CHECKLIST

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

* All application forms must be received, fully completed, typed and inclusive of all the requested documentation by 4.00 p.m on Friday 6th December, 2024 and sent to HR Section, Tipperary County Council, Civic Offices, Emmett Street, Clonmel, Co. Tipperary. 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.
* Ensure that you have answered all questions fully.
* A **TYPED** application form along with a copy of relevant educational qualifications & driving licence, i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
* Applications must be submitted in hard copy (4 copies) providing all required information
* **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.

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**APPLICATION FOR THE POST OF TEMPORARY TOURISM MARKETING OFFICER**

**(MUNSTER VALES) (SPEIFIED PURPOSE - MATERNITY LEAVE COVER)**

**(CIRCA 12 MONTHS))**

Applications are invited from suitably qualified persons to form panels for the above position from which vacant positions may be filled.

**Please indicate if you are currently serving in a Local Authority or Regional Assembly**

Are you currently serving in a local authority or regional assembly?

**Yes** 🞐 If “yes” please state the name of the body \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No** 🞐

This application form, when completed, should be sent to the HR Section, Tipperary County Council, Civic Offices, Emmett Street, Clonmel, Co. Tipperary E91 N512 to arrive not later than **4 pm on Friday, 6th December, 2024. Hard copy applications only (4 COPIES).**

**FORENAME: SURNAME:**

**ADDRESS FOR CORRESPONDENCE:**

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

**CONTACT TELEPHONE NUMBERS:**

Work:ext.:Home:

Mobile No.:E-mail Address: **\_\_\_\_\_\_**

**Do you require any special facilities/arrangements for interview?** *(If yes, please specify*)

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1. **GENERAL EDUCATION:**

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| --- | --- | --- | --- | --- |
| School or CollegeAttended | From | To | Examinations | Results |
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**PROFESSIONAL QUALIFICATIONS:-**

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| --- | --- | --- | --- | --- |
| Full Title Degree(s)Qual(s) held | Type & Grade ofHonours (1st or 2nd Class, Gr I or II) | Subject(s) in finalExam | University,College orExaminingAuthority | Year Degree /Qual. Obtained |
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1. **BRIEF SUMMARY OF EXPERIENCE:**

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| **From** | To | Title of Post | Employer |
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1. **PREVIOUS EMPLOYMENT RECORD :**

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| **From** | **To** | **TITLE:** |
|  |  | **NAME AND ADDRESS****OF EMPLOYER:** |
| **MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:** |
| **Previous Employment Record contd…** |
| **From** | **To** | **TITLE:** |
|  |  | **NAME AND ADDRESS****OF EMPLOYER:** |

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| **MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:** |

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **TITLE:** |
|  |  | **NAME AND ADDRESS****OF EMPLOYER:** |
| **MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:** |
| **Previous Employment Record contd…** |
| **From** | **To** | **TITLE:** |
|  |  | **NAME AND ADDRESS****OF EMPLOYER:** |

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| --- |
| **MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:** |

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| **5. Please indicate any particular experience and/or achievements you consider an Interview Board should be aware of when assessing your application for this post** |
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| **6. Please indicate any particular experience and/or achievements you consider an Interview Board should be aware of when assessing your application for this post** |
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**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.:

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

Do you have any objections to the Council seeking references from your present or previous employer?

Yes/No (Delete as appropriate)

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

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**IMPORTANT NOTES**

* **You should ensure that you have completed the application form in full. Please include all of the requested documentation and ensure that your application reaches Tipperary County Council no later than 4.00pm, on Friday, 6th December, 2024. All incomplete applications will be returned as invalid after the closing date and will not be included in the competition.**
* **You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview, and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.**
* **Applications will 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.**
* **While not an essential requirement for the position, if you hold a full valid driving licence, please include a copy with your application.**
* **Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.**
* **The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 or other legal requirements.**

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. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.

Failure to sign application will render it invalid. Where an application is submitted by e-mail, candidates shortlisted for interview may be requested to sign a form on registration.

**Signature of Applicant:**

**Date:**