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*Candidate Application Form for the position of*

***CLERK OF WORKS/BUILDING INSPECTOR***

***PLEASE READ & COMPLETE CAREFULLY***

*Competition Reference: RT/782*

*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 7th February, 2025.**

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 5000

*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 7th February, 2025 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**

**Clerk of Works/Building Inspector**

### Applications are invited from suitably qualified persons to form a panel for the above position from which permanent and/or temporary 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 7th February, 2025. Hard copy applications only (4 COPIES).**

**FORENAME: SURNAME:**  *\_\_\_\_\_\_\_*

**ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_**

**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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**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 |
|  |  |  |  |  |

**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:** |
|  |

**PREVIOUS POSITIONS:**

List all experience in reverse chronological order, i.e., the most recent experience first

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

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

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

**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.**

**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. **Management and Change**
* Develop and maintain positive, productive and beneficial working relationships
* Effectively manage the introduciton of change and demonstrate flexibility and openess to change
* Leads in the enhancement of a safety culture within the organisation, in compliance with Health and Safety legislation.

In the space below, please give an example of a situation where you best demonstrated your ability in this area (maximum 300 words). |
|  |
| 1. **Delivering Results**
* Plan and prioritise work and resources effectively.
* Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations.
* Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate.

In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |

|  |
| --- |
| 1. **Personal Effectiveness**
* Keeps up with current developments, trends and best practice in area of expertise and responsibility
* Keeps up to date with the qualifications and knowledge necessary for the role.
* Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.

In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |

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| --- |
| 1. **Work Skills**
* Technical skills as described on page 4 including but not limited to Building Regulations, Construction Technology, Renewable Energy Technology, Fire Safety, Building Energy Performance and Health and Safety.

In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |

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

|  |
| --- |
|  |

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

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

**IMPORTANT NOTES**

* **You should ensure that you have completed the application form in full - please see attached checklist. Please include all of the requested documentation and ensure that your application reaches Tipperary County Council no later than 4.00pm, on Friday 7th February, 2025. 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.**
* **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.

**Signature of Applicant:**

**Date:**