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**Candidate Information Booklet**

**Post of: Integration Support Worker (ISW)**

**Local Authority Integration Team**

**(Grade VI)**

**Closing Date: 4:00pm on Thursday 1st May 2025**

**Applications should be emailed in PDF format only to** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) **with the subject line as:**

**Integration Support Worker, Local Authority Integration Team, 2025 – “First Name, Surname”**

**Enclosures;**

Offaly County Council – General Information

Job Description

Qualifications of Post

Particulars of Post

Important Check List & Notes

Application

Contextual Background

The Local Government sector in Ireland comprises 31 Local Authorities.  The Local Authority sector is democratically the closest form of Government to citizens and has responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. Offaly is one of the 31 County and City councils who collectively have on average a sectoral revenue spend of over €4 billion and capital spend in excess of €2 billion per annum. Local authorities employ over 28,000 staff or 1/10th of total public service employment.

County Offaly is located in the centre of Ireland in the province of Leinster and is one of twelve local authorities comprising the Eastern and Midlands Region. County Offaly has a population of 83,150 (2022 Census) with approximately 60% of the population residing in rural areas. The principal towns are Tullamore (the county town), Edenderry, Birr and Portarlington. Offaly shares a border with seven other counties and has a total land mass of approximately 200,000 hectares. The county is traversed by the Grand Canal and is bordered by the River Shannon to the West and Slieve Bloom mountains to the South, both of which play a key role in the economic and tourism development of the county.

Offaly County Council consists of 19 members elected every five years, the most recent local elections having taken place in 2024. The county is divided into the three Municipal Districts of Tullamore, Birr and Edenderry with the local authority administrative headquarters located in Tullamore.

At a strategic level, the Council operates through its Corporate Policy Group comprising the Cathaoirleach of the Council and the Chairs of the local authority’s four Strategic Policy Committees as well as a Municipal District representative. The Chief Executive and his/her Management Team play a key role in supporting and advising this policy group.

Offaly Co. Council employs over 500 staff and has an estimated revenue and capital spend of over €97m and €53m respectively in 2025 allocated under eight service divisions –

Housing & Building

Road, Transport & Safety

Water Services

Development Management

Environmental Services

Recreation & Amenity

Agriculture, Education, Health & Welfare

Miscellaneous Services

Day to day management of these services take place under the stewardship of the Chief Executive and Directors of Service and a Director of Finance who currently hold the following briefs:

1. Director of Services - Climate Action, Environment, Transportation and Active Travel, NWCPO and Water,

2. Director of Services - Planning, Economic Development, Regeneration, Tourism, Heritage, Just Transition and Edenderry Municipal District

3. Director of Services - Community, Culture (including Libraries, Arts, Sports), Corporate Services (including Communications and Change), Emergency Services and Birr Municipal District

4. Director of Finance, ICT, Motor Tax, Procurement and Risk Management and Human Resources

5. Director of Services for Housing and Ukrainian Response and Tullamore Municipal District

JOB DESCRIPTION

The primary role of the LAITs is to provide ongoing integration supports to IP applicants, Programme Refugees and BOTP to enable them to live independently in the community.

This will involve linking these cohorts with local service providers appropriate to their needs. The LAITs will also act as the direct point of contact, providing information, guidance and advice, answering queries as they arise and ensuring that they are in receipt of applicable benefits and entitlements. The ISW will support the Integration Support Coordinator in the delivery of services including support in accessing employment and developing English language proficiency, childcare, healthcare services and linkages to sporting and other local / community activities.

The LAITs will engage with the Irish Refugee Protection Programme during the period of resettlement. Grant agreements, put in place to support this process through integration projects, will set out the relationship including a referral process to provide integration supports to programme refugees.

The LAITs are not intended to replace mainstream service provision but to support IP applicants, Programme Refugees and BOTP in accessing mainstream services.

DUTIES & RESPONSIBILITIES

The Integration Support Worker (ISW) will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Offaly County Council for the advancement of the LAITs.

The ISW worker will report to the Integration Support Co-Ordinator or any other officer as designated by the Chief Executive.

Key responsibilities include but are not limited to:

* The social inclusion of IP applicants, Programme Refugees and BOTP into local communities through effective use of community development principles and practices and local integration supports;
* Hosting clinics in local areas and using community development principles to support those in attendance;
* Collaborating and working with teams in the International Protection Accommodation Service (IPAS) including the customer service, the resident welfare and the people with status teams;
* Implementing and promoting OCC strategies/policies relevant to those in receipt of integration support services
* Acting as lead on IRPP integration projects, supported by grant agreements, put in place to support the integration of programme refugees;
* To support the Integration Support Coordinator to ensure work programmes are implemented to deliver on the Council’s operational plan;
* Support with accessing English language classes / courses;
* Support with accessing employment activation / volunteering;
* Support with accessing education and / or training, capacity building courses and apprenticeships;
* Linking with other public services including legal, childcare, healthcare, and dental and optical services;
* Providing guidance through application processes for income supports, medical cards, child supports, and any other applicable entitlements;
* Support with accessing local groups and activities e.g. sporting, music;
* Supporting IP applicants to transition out of the system once they have received a decision from the Department of Justice including guidance on accessing mainstream and NGO supports;
* Making appropriate provisions for vulnerable persons, including working with mainstream service providers to facilitate access to additional services if required;
* Assisting in addressing any issues / concerns / grievances / complaints that arise in interactions with public services;
* To develop and maintain productive working relationships;
* To compile, prepare and present reports, presentations and respond to correspondence as necessary;
* To represent the office on committees or at meetings and give progress reports as required;
* To provide support and assistance in the delivery of projects as required;
* To assist the handling day to day issues, ensuring compliance with all council policies and procedures;
* To deputise for the line manager or equivalent as required;
* To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time;
* Preparing interim and annual reports, including data on budgets and expenditure as required.
* Reporting
* Ensure compliance with all required local authority financial, management and governance reporting requirements;
* Collect, maintain and update relevant data;
* Work with project partners to ensure that they are aware of and fulfil their reporting requirements.

**Governance**

Ensure the LAIT conforms to all policies and procedures of the Local Authority and in line with the Governance Framework.

QUALIFICATIONS

**1. Character**

Each candidate must be of good character.

**2. Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**3**. **Education, experience, etc.**

Each candidate must, on the latest date for receipt of completed application forms:-

a) Have at least 3 years’ experience working in a similar type role with diverse groups in a community development setting;

b) Possess a good working knowledge of the mainstream model of integration and the policies which govern Ireland’s International Protection system, Irish Refugee Protection programme and Temporary Protection programme;

c) Have experience of providing individual support and outreach;

d) Have experience of working with other external agencies and organisations including both voluntary and public sector;

e) Possess a good working knowledge of the youth sector and the ability to connect International Protection (IP) applicants, Programme Refugees and Beneficiaries of Temporary Protection (BOTP) aged 15-24 years with the appropriate support services;

f) Have a strong understanding of the concept of cultural diversity and the ability to adapt working approach to embrace many different nationalities and cultures;

g) Have a thorough knowledge of the principles and processes of community development with expertise in a broad range of development models, particularly those appropriate to minority ethnic groups;

h) Hold a clean, current Class B Driving Licence and have access to his/her own car;

i) Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

KEY COMPETENCIES

***Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of the specific areas:***

**Delivering Results:**

Plan and prioritise work and resources effectively.

Establish high quality service and customer care standards, particularly with local communities.

Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.

Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures.

**Leading, Motivating and Managing Performance**

Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.

Effectively manage Team Performance.

Lead by example demonstrating through your own behaviour a clear sense of quality service delivery.

**Personal Effectiveness**

Takes initiative and seeks opportunity to exceed goals.

Manages time and workload effectively.

Maintains a positive, constructive and enthusiastic attitude to the role.

**Relevant Knowledge and Experience**

Knowledge and understanding of the role of Integrated Support Coordinator.

Has knowledge and understanding of local government structure including service requirements.

Understands key challenges facing the local government sector and Offaly County Council.

Knowledge & Experience of operating ICT systems.

Good social media and communication skills.

PARTICULARS OF OFFICE

1. **The Post:**

The post is whole-time and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel will be used to fill appropriate positions that may arise for its duration. Positions will be offered in order of merit as per the panel.

1. **Salary:**

The salary shall be fully inclusive and shall be as determined from time to time.  Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.   Starting pay for new entrants will be at the minimum of the scale.  Where the appointee has been serving elsewhere in the public service in an analogous grade and pay-scale, and will be moving without break to another part of the public sector at an analogous grade, the appointment may be made at the appointee’s current point of scale.  The rate of remuneration may be adjusted from time to time in line with Government pay.

**The current salary scale applicable to the post is €56,754 to €69,337 (LSI 2)**

1. **Work Base:**

Offaly County Council reserves the right to assign you to any department, premises or district in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

1. **Working Hours**:

The working hours at present provide for a five day, thirty-five hours working week. Hours may vary from time to time. The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Offaly County Council’s Time and Attendance Policy is applicable to this grade at the current time. A flexible working hours’ system is in operation and may be availed of subject to the terms and conditions of the Time and Attendance Policy.

1. **Annual Leave:**

The current annual leave entitlement is 30 days per annum. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

1. **Sick Leave:**

The terms of the Public Service Sick Pay Scheme will prevail.

1. **Probation:**

Appointees will be on probation for the first year of employment. The terms of Offaly County Council’s Probation Policy will apply.

1. **Superannuation:**

***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***:

New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. A rate of PRSI contribution will be required of their superannuation to contribute to the local authority at the rate of 3% of their pensionable remuneration plus 3.5%, of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). This includes a contribution to a Spouse’s and Children’s Scheme. Pension and retirement lump sum based on career-average pay pensions will be co-ordinated with the State Pension Contributory (SPC).

***For persons who commenced public sector employment prior to 1st January 2013:*** Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (ie. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

1. **Retirement:**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a ‘New Entrant’ to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 65 years.

**10. Travel:**

When required to do so, holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. If you are required to travel as part of your official duties, Offaly County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Offaly County Council’s Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obligd to notify the Council immediately.

**11. Taking Up Appointment:**

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**12. Recruitment & Selection Processes:**

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Offaly County Council may decide that a number only will be invited to same. In this respect, Offaly County Council provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position based on the specific competencies identified in the job description. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position. On occasion a shortlisting interview may take place.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled. .

**Right to Review:**

Offaly County Council’s Recruitment & Selection Policy document is available from the Human Resources Department on the HR page of iPortal or on our website at [www.offaly.ie/](http://www.offaly.ie/)careers . This document includes details of the review procedure available to applicants for each stage of the recruitment process.

Candidates will be required to pay any expenses incurred by them in attending the interview. A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

1. **Health:**

For the purpose satisfying the requirements as to health, it may be necessary for the successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to candidates. The successful candidate must comply, at his/her own expense with such remedial requirements as the Council considers necessary.

1. **Residence:**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof as determined by Offaly County Council.

1. **Safety & Welfare:**

The holder of the post shall co-operate with the terms of Offaly County Council’s Safety Statement and Major Emergency Plan. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

If required, the successful candidate shall wear protective clothing and have on his/her person at all times a valid safepass card. Should he/she not hold a valid safepass card, a course shall be undertaken to attain the card.

1. **Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

1. **Reference/Documentary Evidence:**

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Offaly County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Offaly County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

1. **Garda Vetting**

Successful candidates may be subject to Garda Vetting and Child Protection Procedures in advance of appointment to the position.

1. **Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to influence in the candidate’s favour any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

**Offaly County Council is an equal opportunities employer**

**Applications from people with disabilities are welcome**

**Special requirements for interview purpose may be arranged if required**

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**Application for the Post of:**

**Integration Support Worker (ISW)**

**CLOSING DATE FOR RECEIPT OF APPLICATION: 4:00pm Thursday 1st May 2025**

**IMPORTANT CHECKLIST AND NOTES:**

* **One copy of this application form with supporting qualifications** should be emailed in PDF format only to [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) not later than **4:00pm on Thursday 1st May 2025**

with the subject line as: – Integration Support Worker (ISW) – “First Name, Surname”

* Responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department of Offaly County Council.

* Before you return the form please ensure that you have completed all sections and that you have signed the declaration at the end of the form.
* 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.

* Please provide evidence of the level of your qualifications on the National Framework of Qualifications and copy of certificates verifying qualifications and/or transcripts. The onus is on candidates to establish eligibility in this application form.
* Original certificates will be required prior to any appointment.
* Applications may 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.
* Canvassing by or on behalf of the applicant will automatically disqualify.

**NOTE: PLEASE RETURN THE APPLICATION FORM PORTION ONLY, RETAIN THE BOOKLET FOR YOUR OWN RECORD**

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**Aras an Chontae, Charleville Road, Tullamore, County Offaly**

**Tel: (057) 93 46800 Web:** [**www.offaly.ie**](http://www.offaly.ie) **e-mail:** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie)

**APPLICATION FOR THE POST OF: Integration Support Worker (ISW)**

**Closing Date for receipt of applications: Thursday the 1st May 2025 @ 4pm**

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| **SECTION A – PERSONAL DETAILS** | | |
| **Surname:** BLOCK CAPITALS | | **Forename (s):** BLOCK CAPITALS  **Known As:** |
| **Address for correspondence purposes:**  BLOCK CAPITALS | | **Contact Details:** |
|  | | **Home Telephone:** |
|  | | **Work Telephone:** |
|  | | **Mobile Tel Number:** |
| **Eircode:** | | **E-mail Address:** |

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| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:**

**Please provide copy of qualifications**

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| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken Leaving Certificate** | **Subjects** | **Higher Level** | **Lower Level** |
| **From** | **To** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

**Please provide copy of qualifications**

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| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications** |
| **From** | **To** |
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| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

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| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications** |
| **From** | **To** |
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| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

**Training Courses Undertaken:**

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**membership of professional institutions:**

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| **SECTION C – EMPLOYMENT RECORD** |

*Please 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. Please do not leave any period between these dates unaccounted for.* ***If necessary, continue on a separate sheet, setting out the information in the same manner as below.***

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| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

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| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Employer:** | |  | | | |
| **Address:** | |  | | | |
| **Nature of Business:** | |  | | | |
| **Position Held:** | |  | | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** | |  | | **Part time or Full Time:** |  |
| **Dates:** | | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | | |
| **Reason for leaving:** | | | | | |
| **SECTION D – SUPPLEMENTARY INFORMATION** | | | | | |

For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of this role.

1. **Delivering Results**

*(****Please limit your answer to 300 words.)***

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1. **Leading, Motivating and Managing Performance**

*(****Please limit your answer to 300 words.)***

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1. **PERSONAL EFFECTIVENESS**

*(****Please limit your answer to 300 words.)***

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1. **RELEVANT KNOWLEDGE AND EXPERIENCE.**

*(****Please limit your answer to 300 words.)***

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***ACHIEVEMENTS/SUPPORTING INFORMATION:***

Please outline any particular achievments or supporting information you consider relevant to your application:

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| **SECTION E – ADDITIONAL INFORMATION** |

***REFEREES:***

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)

***Please complete in BLOCK CAPITALS***

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number:*** |  |
| ***Email Address:*** |  |
| ***Nature of Relationship:*** |  |
|  |  |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number:*** |  |
| ***Email Address:*** |  |
| ***Nature of Relationship:*** |  |

Have you any objections to the County Council contacting your present and/or previous employers ? **Yes / No**

If successful, when could you take up duty?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you in receipt of superannuation allowance in respect of previous employment in the Public Service? **Yes / No**

If yes, please give details of pension and date granted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntry redundancy/early retirement from the local authority or other Public Service Organisation by which you were employed? **Yes / No**

If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current full Driving Licence? **Yes/ No**  If yes, please specify classes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have access to a vehicle **Yes/ No**

Do you have a valid **safe**pass card? **Yes / No** If yes, please specify expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

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 disqualifaction or render me liable to dismissal, if employed. I hereby authorise Offaly County Council to seek any additional information they may require in connection with my application for the post.

Failure to sign application will render it invalid.

**Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**