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**Áras 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)

**Candidate Information Booklet**

**Senior Executive Technician**

**Environmental**

**Closing Date: 4:00pm on Thursday 13th March 2025**

**Applications should be emailed in PDF format only to** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) **with the subject line as: Senior Executive Technician Environmental – “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 32,000 staff or 1/12th 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 55% of the population residing in rural areas. The principal towns are Tullamore (the county town), Edenderry, Birr and Clara. 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 five Directors of Service who currently hold the following briefs:

1. Climate Action, Environment, Transportation and Active Travel, NWCPO, Water, and Tullamore Municipal District

2. Planning, Economic Development, Regeneration, Tourism, Heritage, Just Transition and Edenderry Municipal District

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

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

5. Housing and Ukrainian Response

**Senior Executive Technician (Environmental)**

JOB DESCRIPTION

***Essential Requirements:***

A Senior Executive Technician is the fourth tier within the five grade Local Authority Technician grouping, which ranges from the entry grade of Technician Grade 2 up to the post of Chief Technician. Technicians work as part of a multi-disciplinary team within one of the previously outlined Local Authority Directorates to deliver a wide variety of key local authority services. These include social housing; transportation infrastructure; environmental protection; water, wastewater, & solid waste, recreation and amenity provision and community development.  Local Authorities also play a key role in supporting economic development and enterprise promotion at local level. The Council employs several different disciplines of Technicians including civil/structural, environmental and architectural/building. This competition relates to Environmental Techicians. Technicians can be based in various locations throughout the organisation including the headquarters in Tullamore or Municipal District offices situated in strategic locations through the county. A Senior Executive Technician will from time to time be required to deputise for more senior personnel and must be willing to take on this challenge.

The Senior Executive Technician will be assigned to the **Environment**, **Climate Action & Rural Water Section** and may be assigned to work in one or more of the following area, or other areas as they arise: **Water Quality, Water Framework Directive, Waste, Litter, Landfill, Noise, Odour, Pollution complaints, Minor Works Projects, Flood Relief Projects, Sampling, Inspections, Monitoring & Compliance, Enforcement, Environmental Impact Assessments/Planning , Group Water Schemes, Permitting’s and Licencing**.

The Senior Executive Technician will provide technical leadership to the environmental technicians within the section, and provide technical advice as required. The Senior Executive Technician will take an active role in managing the completion of work programmes assigned to the environmental technicians, identifying knowledge gaps and developing and improving skills and competency over time.

The ideal candidate will be a highly motivated person, with a strong sense of commitment to delivering quality public services.

The Ideal candidate will

1. possess good professional knowledge and skills;
2. be able to work independently or within multi-disciplined teams;
3. be capable of working on his / her own initiative;
4. possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
5. possess good organisation skills;
6. possess good IT and presentation skills including a working knowledge of AutoCAD. Experience in the use of G.I.S. software (such as ArcGIS/ESRI) will be considered an advantage;
7. have a good understanding of safety management in the workplace including Health and Safety Legislation and Regulations;
8. Candidates should be a holder of a full driving license, Category B, free from endorsement and provide their own vehicle for use in carrying out their Council duties.

The ideal candidate should also have a **good technical knowledge base and experience** of the following:

* Water Quality, including Water Framework Directive, River Basin Management Plans, Catchment Assessment and matter relating to improving water bodies including developing and implementing sampling programmes.
* Implement various water, environmental and waste national legislative requirements, EU Directives and EPA standards.
* Investigate and compile reports, including making recommendations in relation to complaints and incidences of environment pollution (air, water noise) and waste management
* Undertake sampling, laboratory analysis and reporting for a variety of different sample types.
* Evaluate planning applications and waste facility Permits, CORs and AERs which have consequences for the environment and produce conditions to manage and monitor same
* Monitoring/surveying of waste management facilities including recycling, composting, transfer stations and landfill;
* Monitoring, inspection and enforcement activities as per Environmental, Waste, Water , Air and Noise legislation;
* Knowledge of EIA (Environmental Impact Assessment), AA (Appropriate Assessment) considered particularly advantageous.

Note: Further detail is provided on typical specific activities in “**Duties & Responsibilities**” section of this booklet.

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 following specific areas: -

**Technical Experience & Practice:**

*Experience of the practical application of*:

* Monitoring, inspection and environmental activities
* Sampling, laboratory analysis and reporting for a variety of different sample types
* Water Framework Directive (WFD); Catchment assessment to assess and improve water quality
* Evaluation of planning applications and waste facility Permits, CORs and AERs
* Monitoring/surveying of waste management facilities including recycling, composting; managing waste transfer stations and landfills;
* Environmental Impact Assessments

*Knowledge, appreciation and understanding of:*

* Health and Safety legislation
* Public procurement processes

**Delivering Results:**

* Problem solving and decision making
* Thinking creatively
* Organising, planning, co-ordinating and prioritising work programmes
* Managing resources and achieving efficiencies
* Delivering quality outcomes

**Interpersonal Communications:**

* Negotiating, influencing and liaising with others
* Team-working
* Communicating effectively
* Establishing and maintaining key internal and stakeholder relationships

**Personal Effectiveness:**

* Resilience and personal well-being
* Integrity & Public Service values
* Personal motivation and initiative
* Understanding the structures and environment within which the local authority sector operates
* Political awareness

DUTIES & RESPONSIBILITIES

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

***General:***

* Provide technical services relevant to the area of responsibility to which he/she has been assigned, e.g. Waste Management, Environmental Management, Water Quality, Air, Noise, etc.
* Operate the appropriate technology as required to carry out the work to which he/she has been assigned e.g. Waste Management, Environmental Management, Water Quality, Air, Noise, etc.
* Liaise with other departments, members of the public and external agencies in relation to operational aspects of assigned work
* Functioning as a team leader including the prioritisation and allocation of work, facilitating and coordinating between team members and other departments, and external agencies
* Preparation of public consultation display material and assistance at public consultation
* Manage workflows and producing regular progress reports on all aspects of area of responsibility
* Supervise staff assigned to him/her, coordinating the work and activities of others
* Supervision of staff assigned to him / her, providing coaching and mentoring to Technicians Grade 1, Grade 2 and Executive Technicians. Contribute to staff development, personal development and team development initiatives
* Procurement of relevant good & services, including preparation of documentation and estimates.
* Preparation of Health & Safety documentation for works
* Ensuring compliance with Health and Safety legislation and regulations, and Offaly County Council’s Safety Management Systems
* Dealing efficiently, effectively and professionally at all times with stakeholders including local authority staff, elected members, community groups, businesses and residents
* Liaising with and responding to other local authorities, government departments and statutory agencies where required
* Undertake any course of training organised by the Council which he/she is designated to attend
* Carrying out duties in a politically neutral and impartial manner that enhances public trust and confidence in the local authority decision making process
* To act or deputise for senior personnel when in their absence when required.
* Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time
* Participating and contributing to the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.

***Water:***

* Preparation of monitoring strategies for rivers and lakes and implementation of same;
* Sampling, monitoring and analysis of wastewater treatment facilities;
* Licensing and monitoring in respect of effluent.
* Implementation of national legislative requirements, European Union (EU) Directives and Environmental Protection Agency (EPA) standards regard to waste, surface water quality and waterbodies;
* Investigation of environmental pollution incidents, evaluation and reporting;
* Water sampling and analysis;
* Monitoring, inspection and enforcement activities as per environmental and water services legislation;
* Adherence to strict sampling and analytical protocols for the purpose of legal proceedings;
* Preparation of reports on implementation of EU Directives and interpretation/evaluation of results;
* Statutory and operational river water sampling and arrange analysis at external laboratory;
* Manage small scale water laboratory in Áras an Chontae.
* Compilation and submission of water sampling results to EPA and others;
* Engage and co-operate with LAWPRO and similar in initiatives to improve water quality in waterbodies.
* IPPC (integrated pollution prevention control) licencing
* Assessing Nutrient Management Plans
* DWWTS Inspections

***Waste / Air / Noise:***

* Achieving the provisions of the National Waste Management Plan for a Circular Economy 2024-2030 and the National Enforcement Priorities in conjunction with Waste Enforcement Regional Lead Authority (WERLA).
* The identification of waste producers, ensuring that they are familiar with their responsibilities and monitoring them on a regular basis to ensure ongoing compliance.
* Monitoring waste generation, disposal and recycling.
* Preparation of litter and waste plans and investigation of complaints;
* Monitoring/surveying of waste management facilities including recycling, compositing; management of waste transfer stations and landfills;
* Responding to and investigating complaints and queries through desktop, site work and follow up.
* Investigating, documenting and engaging in enforcement actions as necessary in relation to offences under waste legislation, including but not limited to the following:
* Waste Management Acts 1996-2011 and associated Regulations including, but not limited to, regulations governing Farm Plastics, Packaging, Collection Permits, Facility Permits, Plastic Bags, Tyres, Waste Electrical and Electronic Equipment, Batteries and End of Life Vehicles
* Litter Pollution Acts 1997 to 2009
* Household Waste Presentation Bye Laws
* Issuing Warning Letters and Fixed Payment Notices as appropriate.
* Preparing and taking cases to court for breaches of waste legislation including preparation of all necessary files, providing evidence, preparation of affidavits and court attendance as required.
* Maintaining waste prosecutions register.
* Conducting inspections in accordance with the RMCEI Plan and recording / reporting of same.
* Ensuring focused inspections take place in national waste enforcement priority areas.
* Liaising with and reporting to WERLA in relation to sites of concern as appropriate.
* Overseeing landfill emission monitoring by subcontracted environmental consultants.
* Overseeing Civic Amenity Site operation and resolving non-compliance issues.
* Issuing, reviewing and enforcing Certificate of Registrations and Waste Facility Permits.
* Conducting AER data validation audits of waste collection permit holders and waste facility permits on EDEN.
* Reviewing and reporting in relation to applications for planning permission and C&D waste management plans.
* Preparing DPIAs (Data Protection Impact Assessment) and maintaining technical recording equipment, relating to CCTV or mobile devises for waste & litter enforcement.
* Liaising with an Garda Síochána, organising and attending multi agency meetings as required. Liaising with Environmental Awareness Officer on media campaigns and community initiatives.
* Contributing to Anti-Dumping Initiative project selection and budget control.
* Ongoing engagement and collaboration with WERLA, Waste Enforcement Officers in other Local Authorities and other relevant stakeholders in relation to best practice in waste enforcement.
* Air and Noise monitoring and enforcement as required. Revise Noise Action Plan as required

The role may also involve maintaining and updating data sets and records, mapping, data capture and analysis in GIS, design and preparation of maps and drawings for public consultation presentation, supervision of projects, and liaising with consultants and other stakeholders.

The Senior Executive Technician will be required to work with designated protocols and systems with the Environment, Climate Action and Rural Water Section and may be required to supervise other technician staff under the direction of the Senior Engineer.

QUALIFICATIONS

Post of Senior Executive Technician Environmental

Qualifications

1. Character:

Each candidate must be of good character.

1. Health:

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

1. Education, Training, Experience, etc.:

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

1. Have satisfactory experience, in a technician post at Grade I or higher level or in an analogous post under a local authority or health board in the state,
2. Have at least seven year’s satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
3. Have a thorough knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work and possess such training or experience as would enable them to take charge of such a section of the work,
4. have adequate experience in dealing with other departments within their own organisations and with other bodies,
5. Have adequate experience in the direction, supervision and control of staff, and

f) Possess technical training and experience of a high standard and adequate administrative ability.

**PARTICULARS OF OFFICE**

**The Post:**

The post is temporary, 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 vacancies that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

**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.   The rate of remuneration may be adjusted from time to time in line with Government pay.

**The current salary scale applicable to the post of Senior Executive Technician is** **€53,457 - €64,385 LSI 2**

**Duties:**

You shall perform such duties, including duties and responsibilities as outlined in the Job Description, as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function for which the Chief Executive is responsible. You shall, if required, act for an employee of a higher level.

Offaly County Council may require you at its discretion to undertake other duties from time to time in addition to or as a variation of the duties of the position. It is understood that you will perform to the best of your ability all the duties of this position and any other additional or substitute duties which may reasonably be required of you and you will at all times comply with all reasonable instructions and use your best endeavours to promote the interests of Offaly County Council.

**Work Base:**

Offaly County Council reserves the right to assign you to any department or premises 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.

**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.

**Annual Leave:** The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended)

**Sick Leave:**

The terms of the Public Service Management (Sick Leave) Regulations 2014 as amended will prevail.

**Superannuation:**

Current Superannuation arrangements will continue to apply to the successful candidate.

**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.

**Recruitment:**

**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.

**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. 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.

**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/careers](http://www.offaly.ie/careers)

This document includes details of the review procedure available to applicants for each stage of the recruitment process.

**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.

**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**

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**Application for the Post of: Senior Executive Technician (Environmental)**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS: Thursday the 13th March 2025 @ 4.00pm**

* **IMPORTANT CHECKLIST AND NOTES:**
* **One fully completed copy of this application form with supporting qualifications** should be submitted by email to [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) not later than **4.00 p.m. on Thursday the 17th of October 2024.**
* 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 **only** the Application Form Section and Retain the Information Booklet for your own records.

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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: Senior Executive Technician (Environmental)**

**Closing Date for receipt of applications: Thursday the 13th of Mach 2025 @ 4.00 pm**

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| **SECTION A – PERSONAL DETAILS** |

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| --- | --- |
| **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** | **Subjects** | **Results** |
| **From** | **To** |
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**Academic, Professional or Technical Qualifications:**

**Please provide copy of qualifications**

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| **Date obtained and Full Title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained eg: 1, 2.1, 2.2, Pass etc** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

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| --- | --- | --- | --- |
| **Date obtained and full title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained eg: 1, 2.1, 2.2, Pass etc** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

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| --- | --- | --- | --- |
| **Date obtained and full title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained eg: 1, 2.1, 2.2, Pass etc** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

**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.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:** | | | | |
| **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:** | | | | |

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| **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. Please provide a **brief** summary of your **TECHNICAL EXPERIENCE & PRACTICE** that best meets the competencies outlined for the post

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1. Please provide a **brief** summary of particular experience or aspects of your career which demonstrates your ability to **DELIVER RESULTS**

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1. Please provide a brief summary of particular experience or aspects of your career which demonstrates your INTERPERSONAL COMMUNICATIONS

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1. Please provide a **brief** summary of particular experience or aspects of your career which demonstrates your **PERSONAL EFFECTIVENESS**

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***ACHIEVEMENTS/SUPPORTING INFORMATION:***

**Please outline any particular achievements 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:*** |  |
| ***Nature of Relationship:*** |  |
|  |  |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number:*** |  |
| ***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 a valid **safe**pass card? **Yes / No** If yes, please specify expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please state where you heard about this job vacancy?**

Newspapers (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media (Please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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