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**Candidate Information Booklet**

**Technician Grade 1 (Architectural)**

**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: Technician Grade 1 (Architectural) – “First Name, Surname”**

**Enclosures;**

Offaly County Council – General Information

Job Description

Qualifications of Post

Particulars of Post

Important Check List & Notes

Application

CONTEXTURAL 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 four Directors of Service and a Director of Finance 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. 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

JOB DESCRIPTION

**Technician Grade I (Architectural)**

***Essential Requirements***

A Technician Grade 1 is the second 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.

Technicians can be based in various locations throughout the organisation including the Head-Quarters in Tullamore or Municipal District offices situated in strategic locations through the county. A Technician Grade 1 will from time to time be required to deputise for more senior personnel and must be willing to take on this challenge. The ideal candidate will be a highly motivated person, with a strong sense of commitment to delivering quality public services and shall demonstrate a clear knowledge and understanding of:

* Current building regulations and minimum standards for rented houses
* Local authority services, its key stakeholders and relationships
* Local government structures and its democratic role and mandate
* Current local government issues, future trends and strategic direction of the sector
* Key policies guiding the local government sector
* Fostering and maintaining wide ranging productive working relationship both internally and externally to the organisation
* Public works contracts
* Public service values

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

* Preparation of sketch plan designs and working-drawings, technical drawings, models including working knowledge of AutoCad and B.I.M. and specifications
* Work as member of site supervisory team on construction site visits and inspections; (programme issues; Quality Control; Health & Safety)
* Maintenance of project files and records
* Preparation of material for presentation, meetings, publication and exhibition
* Knowledge of Planning and Building Regulations; Building Standards and

Codes of Practice as they relate to Architectural work including calculations

for compliance using software including DEAP and BER

* GIS applications
* Engineering survey principles and equipment.
* Preparation of high quality engineering drawings
* Planning and costing of projects
* Tendering of works and contract administration
* Project management of small works contracts
* Managing health, safety and welfare in the workplace
* Administration and report writing
* Operating ICT systems
* Prioritising of work effectively
* Acting on own initiative
* Dealing effectively with conflicting demands
* Working under pressure to tight deadlines

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*:

* Engineering surveying, design and drawings pertaining to house construction and building surveying
* Key design software packages to include AutoCAD and GIS applications
* Management of service and small construction works

***Knowledge, appreciation and understanding of:***

* Building control legislation
* Contract and construction processes, procedures and practices
* Health and Safety legislation
* Public procurement processes
* Utility services and connections
* Property conveyance and land registry procedures
* Minimum standards for rented houses

**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
* Identifying problems of a technical / civil / architectural / building nature and providing and contributing towards technical detailing, design and specification solutions.
* Co-operating with decisions and implementing solutions.
* Effective care and use of council resources and equipment.
* Complying with all council rules and relevant legislation.
* Delivering quality technical, civil & architectural work and services.

**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

QUALIFICATIONS

**Technician Grade I (Architectural)**

**1. Character:**

Each candidate must be of good character.

**2. 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.

**3. Citizenship:**

Candidates must, by the date of any job offer, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
5. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa  or
6. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

**4. Education, training, experience, etc.**

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

(a)(i) have passed the N.C.E.A. / H.E.T.A.C National Certificate Final

Examination in

Civil Engineering, or

Geo-surveying, or

Construction Studies, or

Construction Studies in Building Maintenance, or

Construction Studies in Architectural Graphics,

**or**

hold an equivalent qualification

**and**

(ii) have at least three year’s satisfactory experience after attaining the qualification concerned

**or**

(iii) have satisfactory relevant experience in a technician post at grade 2 level or in an analogous post under a Local Authority or Health Board in the State

**and**

have at least three years satisfactory relevant experience in a technician post at grade 1 of higher level at an analogous post under a Local Authority or Health Board in the State.

1. possess adequate training or experience relating to the control and supervision of staff.
2. have an awareness of Health & Safety legislation and regulations and their application in the workplace.

4. Each candidate must, on the latest date for receipt of completed application forms, hold a full valid driving licence for Class B vehicles.

PARTICULARS OF OFFICE

**Technician Grade I (Architectural)**

**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 both permanent and temporary positions 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.   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 €47,277 - €56,096 (LSI 2)**

**Duties:**

You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of your duties. You shall, if required, act for an employee of a higher level. You may be required to work outside your normal job description from time to time.

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:

* Preparation of detailed dimensional drawings, design layouts and mapping for contract documents specific to housing activities
* Estimate project technical or resource requirements
* Preparation of Health & Safety documentation for works
* Carrying out site & building surveys
* Ensuring compliance with Health and Safety legislation and regulations, and Offaly County Council’s Safety Management Systems
* Ensuring works are implemented in compliance with all relevant legislation and regulations including planning and procurement
* Report writing in relation to any area of work for which responsibility has been assigned
* Dealing efficiently, effectively and professionally at all times with stakeholders including local authority staff, elected members, community groups, businesses, landlords, tenants and residents
* Liaising with and responding to other local authorities, government departments and statutory agencies where required
* 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
* Maintain administration and filing systems
* To comply with all requirements of performance management systems operated in Offaly County Council
* To support the line manager to ensure the section or department work programmes are implemented to deliver on the Council’s Corporate Plan and operational plans
* To carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
* To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate.
* To support the Council and Municipal District operations.
* To carry out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.
* To provide specialist technical assistance and support in the delivery of projects as required

**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 remunertation 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 subject to the terms and conditions of the Time and Attendance Policy.

**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 Sick Pay Scheme will prevail.

**Probation:**

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

**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 dependent 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.

**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 70 years.

**Travel:**

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. 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 Local Authority Travel and Subsistence Policy.

Offaly County Council, as employer, must be indemnified on your insurance 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 obliged to notify the Council immediately.

**Taking Up Appointment:**

Offaly County Council 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 & 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.   On occasions a short listing 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. I**nterviews may be held via MS Teams** where possible to facilitate. Candidates will be notified of the means through which the interview will be conducted prior to their interview date.

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

**Health:**

Where a permanent post is being filled, it will be necessary for each successful candidate, before he/she is appointed, to undergo, at their expense, a medical examination by the local authority’s Occupational Health Medical Advisor. On taking up appointment, the expense of the Medical Examination will be refunded to the candidate.

**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.

**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.

**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.

**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.

**Garda Vetting/Child Protection:**

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

**Receipt of Application Forms:**

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

**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 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.

**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 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.**

**Application for the Post of: TECHNICIAN GRADE 1 (ARCHITECTURAL)**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 pm on Thursday 13th March 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 13th March 2025**

with the subject line as: **Technician Grade 1 (Architectural)** – “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 insure 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 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 TECHNICIAN GRADE 1 (ARCHITECTURAL)**

**Closing Date for receipt of applications: 4.00pm Thursday 13th March 2024**

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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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

**Please provide copy of qualifications**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and Full Title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained e.g.: 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 e.g.: 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 details of all employment 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):** |  |
| **Temporary or Permanent:** |  | | **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):** |  |
| **Temporary or Permanent:** |  | | **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):** |  |
| **Temporary or Permanent:** |  | | **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):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

**SECTION D – SUPPLEMENTARY INFORMATION**

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

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

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

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iv. 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 briefly 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***

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| --- | --- |
| ***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 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**