

 **Candidate Information Booklet**

**Post of: Librarian**

 **Closing Date: 4:00pm on Thursday 28th November 2024**

**Completed application should be emailed to** **recruitment@offalycoco.ie** **with the subject line:**

**Librarian 2024 & Applicants Name**

**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 €76.2m and €82.5 respectively in 2023 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

JOB DESCRIPTION

Offaly Co. Council Library Service currently headquartered in Tullamore manages and supports a network of eight public libraries strategically located across the county. The library service is constantly innovating and diversifying in a dynamic and changing environment, taking advantage of technological advancement in particular to deliver a wide and varied range of front line services to customers.

In July 2023 a new five-year strategy was introduced – ‘*The Library is the Place – Information, Recreation, Inspiration’.* The strategybuilds on technological and service innovations of recent years, and will ensure that libraries provide accessible, friendly and truly civic spaces. One such example of innovation and improved access is the successful implementation of *‘My Open Library’* services in Banagher, Ferbane and Tullamore libraries, which allows self-service access to library members outside of normal opening hours.

Offaly County Council is seeking a dynamic, creative and motivated individual to fill the role of Librarian. This person will assist in fulfilling our vision to provide open, accessible and welcoming services for our communities, where people can easily access knowledge, ideas and information.

The Librarian is employed in any branch library or in Library Headquarters reporting to a senior library staff member and will perform a role in almost all areas of library service.

See key responsibilities for this post listed in **Particulars of Office**, under **Duties.**

Competencies for the Post

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 these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

**Competency 1: Management and Change**

* **Mission and Vision**

Contributes to the development of a corporate long term purpose, mission and vision for the local authority as a manager.

* **Political Awareness**

Has a clear understanding of the political reality and context of the local authority.

* **Bringing about Change**

Effectively manages the introduction of change; fosters a culture of creativity in employees and overcomes resistance to change.

* **Safety, Health & Welfare at Work.**

Fully implements safe systems of working in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work.

**Competency 2: Delivering Results**

* **Operational Planning**

Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources. Establishes high quality service and customer care standards.

* **Managing Resources**

Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.

* **Delivering Quality Outcomes**

Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement.

Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

**Competency 3: Performance through People**

* **Leading and Motivating**

Leads, motivates and engages others to achieve quality results.

* **Managing Performance**

Effectively manages performance using the PMDS process.

Builds and leads a positive, diverse and productive team effectively.

Empowers and encourages people to deliver their part of the operational plan.

* **Managing Conflict**

Effectively identifies and manages conflict and potential sources of conflict to reach beneficial solutions and positive outcomes.

Uses diplomacy and tact to facilitate working relationships with dissatisfied staff or customers.

* **Communicating Effectively**

Recognises the value of and requirement to communicate effectively with all employees.

Has effective verbal and written communication skills. Has good interpersonal skills.

**Competency 4: Personal Effectiveness**

* **Qualifications and Knowledge**

Keeps up to date with the skills, experience and knowledge necessary for the role.

* **Resilience and Personal Well Being**

Remains calm under pressure and can separate personal issues from work issues.

Has a strong sense of self belief.

* **Personal Motivation, Initiative and Achievement**

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.

Does more than is required or expected, anticipating situations and acting to pre-empt problems.

Takes action within the bounds of own ability.

QUALIFICATIONS

**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. EDUCATION, TRAINING, EXPERIENCE ETC.,**

Each candidate must, on the latest date for receipt of completed application forms, hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies.

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 both permanent and temporary positions that may arise for its duration. Vacancies 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.

The current salary scale applicable to the post is **€50,206 - €60,051 ( LSI 2)**

1. **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:

Duties and Responsibilites :

* Manage and develop library branch/service point
* Oversee and deliver excellent customer service
* Management of staff and development of library teams
* Bibliographic services and collection development to include acquisitions and cataloguing
* Develop and support community engagement and library participation
* Provide leadership in; organise and promote library cultural events and programmes
* Support and deliver national programmes and services for all members of the community in Reading and Literacy; Learning and Information and Community and Culture
* Deliver user education in all areas of information provision including ICT, and eResources
* Deliver and promote *My Open Library* and self-service technologies
* Use Library Management Systems, Digital Services, Social Media and self-service technologies to deliver effective and efficient library services
* Manage buildings, health and safety and child protection within libraries
* Administrative and budget management duties to include data collection and analysis, report writing and financial reconciliation
* Any other duties that may be assigned by the line manager.
1. **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.

1. **Working Hours**:

The current working hours provide for 35 hours per week and involves working late nights/weekends and rosters. You may be requested in certain circumstances to work overtime and time off in lieu will be applicable. The provisions of Offaly County Council’s ***Time and Attendance Policy*** is applicable to this grade at the current time. The working hours may be reviewed at any time by the Council.

1. **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)

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 the Offaly County Council 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.

1. **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 obliged to notify the Council immediately.

1. **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. 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. In light of COVID-19, **interviews may be held via MS Teams** rather than a traditional face-to-face interview. 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 or on our website at [www.offaly.ie/](http://www.offaly.ie/jobs)careers . This document includes details of the appeals procedure available to applicants for each stage of the recruitment process.

**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.

1. **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.

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.

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:**

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.

**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**



 **Application for the Post of: Librarian**

**CLOSING DATE FOR RECEIPT OF APPLICATION: 4:00pm Thursday 28th November 2024**

**IMPORTANT CHECKLIST AND NOTES:**

* **One fully completed copy of this application form with supporting qualifications** should be submitted by email to recruitment@offalycoco.ie not later than **4.00 p.m. on Thursday the 28th of November 2024.**

When emailing your application, please send with the subject line as: Librarian 2024 – “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.

* Candidates who send their application by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. Allegations that any application form or letter relating to it has been lost or delayed in the post will not be considered by the Council unless a Post Office Certificate of Posting is produced in support of such allegations. Responsibility to make contact with An Post regarding any delays rests with the applicant.
* 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 note that you may be asked to provide evidence of the National Framework of Qualifications level of your qualifications and copy 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

**APPLICATION FOR THE POST OF: Librarian**

**Closing Date for receipt of applications: Thursday the 28th of November 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**

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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** |
|  |  |  |  |  |  |
| **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.***

|  |  |
| --- | --- |
| **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 – EXPERIENCE**

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 experience in **MANAGEMENT & CHANGE**

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

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

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

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1. Please provide a **brief** summary of particular experience or aspects of your career which demonstrate your ability to deliver **PERFORMANCE THROUGH PEOPLE**

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

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

***(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***

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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 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. Where an application is submitted by e-mail, candidates shortlisted for interview will be requested to sign a Declaration Form.

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