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*Candidate Application Form for the position of*

***ASSISTANT CHIEF FIRE OFFICER***

***PLEASE READ & COMPLETE CAREFULLY***

*Competition Reference: RT/774*

*Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*Tipperary County Council is an Equal Opportunities Employer*

PLEASE NOTE: Only typed applications will be accepted.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 P.M. on Friday 15th November, 2024**

Completed applications (4 copies) to be sent to HR Section, Tipperary County Council, Civic Offices, Emmett Street, Clonmel, Co. Tipperary E91 N512.

Tel: 0761 06 5000

*Please refer to the Information Booklet relating to this competition for further details and requirements*

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##### IMPORTANT CHECKLIST

**Please check the following points before submitting your application:**

* All application forms must be received, fully completed, typed and inclusive of all the requested documentation by 4.00p.m on Friday 15th November, 2024 and sent to HR Section, Tipperary County Council, Civic Offices, Emmett Street, Clonmel, Co. Tipperary. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
* All information must be provided on the formal application form only. Additional information via Curriculum Vitae **will not** be considered.
* Ensure that you have answered all questions fully.
* A **TYPED** application form along with a copy of relevant educational qualifications & driving licence, i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
* Applications must be submitted in hard copy (4 copies) providing all required information
* **Applications will be short-listed on the basis of the information provided on the application form.**
* Please notify the Human Resources Department of any change of address.
* Please notify the Human Resources Department of any special requirements you may need.

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**APPLICATION FOR THE POST OF**

**ASSISTANT CHIEF FIRE OFFICER**

### Applications are invited from suitably qualified persons to form a panel for the above position from which permanent and/or temporary positions may be filled.

**Please indicate if you are currently serving in a Local Authority or Regional Assembly**

Are you currently serving in a local authority or regional assembly?

**Yes** 🞐 If “yes” please state the name of the body \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No** 🞐

This application form, when completed, should be sent to the HR Section, Tipperary County Council, Civic Offices, Emmett Street, Clonmel, Co. Tipperary E91 N512 to arrive not later than **4 pm on Friday 15th November, 2024. Hard copy applications only (4 COPIES).**

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

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

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

**CONTACT TELEPHONE NUMBERS:**

Work:ext.:Home:

Mobile No.:E-mail Address:

**Do you require any special facilities/arrangements for interview?** *(If yes, please specify*)

**GENERAL EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | School Attended | Examinations Taken | Results Obtained |
| From | To |
|  | |  |  |  |

**ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS (if any):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | | College/University  Attended | Full Title of Degrees,  Qualifications, held | Date Qualification  Was Awarded | Subjects in Final  Exams |
| From | To |
|  | |  |  |  |  |

**EMPLOYMENT HISTORY:**

In sequence starting with your current or most recent job. Additional sheets, in this format, may be used, if required. It is not sufficient to refer to another application. **Please note that applicants will be shortlisted for interview on the basis of information supplied on their applications.**

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

**PREVIOUS POSITIONS:**

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Address**  **Of Employer** |  | | | | |
| **Business** |  | **Start Date** |  | **End Date** |  |
| **Position** |  | **Salary** |  | | |
| **Description of duties and responsibilities:** | | | | | |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Address**  **Of Employer** |  | | | | |
| **Business** |  | **Start Date** |  | **End Date** |  |
| **Position** |  | **Salary** |  | | |
| **Description of duties and responsibilities:** | | | | | |
| |  |  | | --- | --- | | **RELEVANT EXPERIENCE - RANGE AND DEPTH:**  **In the spaces below, briefly describe what you consider to be a good example of**  **demonstrating your ability in each of the skill areas set-out hereunder. A summary**  **definition of each of skill area is provided for your information.**  **Shortlisting may apply based on the information supplied on application forms and the requirements of the position.**  **Candidates called for interview will be assessed on the following competencies in**  **addition to Local Government Knowledge and understanding.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Management & Change**   * Works with the team to facilitate high performance, developing clear and realistic * objectives and addressing performance issues if they arise. * Displays the ability to think and act strategically from a management and engineering   perspective.   * Provides clear information and advice as to what is required of the team. * Strives to develop and implement new ways of working effectively to meet objectives. * Leads the team by example, coaching and supporting individuals as required including   managing underperformance.   * Places high importance on staff development, training and maximising skills & capacity   of team.   * Demonstrates enthusiasm for new developments/changing work practices and strives to   implement these changes effectively.  *In the space below, please give an example of a situation where you best demonstrated your*  *ability in this area (maximum 300 words).*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |  | | --- | | **Problem Solving & Decision Making**   * Gathers and analyses information from relevant sources, whether financial, numerical   or otherwise weighing up a range of critical factors.   * Makes timely informed and effective decisions and shows good judgement and balance   in making decisions or recommendations.   * Takes account of broader issues, agendas, sensitivities and related implications   when making decisions.   * Uses previous knowledge and experience in order to guide decisions. * Uses judgement to make sound decisions with a well reasoned rationale and   stands by these.   * Puts forward solutions to address problems.   *In the space below, please give an example of a situation where you demonstrated your*  *ability*  *in this area (maximum 300 words).* | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Managing Resources**   * Takes responsibility and is accountable for the delivery of agreed objectives. * Successfully manages a range of different projects and work activities at the same time. * Structures and organises their own work and others work effectively. * Is logical and pragmatic in approach, delivering the best possible results with   the resources available.   * Delegates work effectively, providing clear information and evidence as to what   is required.   * Proactively identifies areas for improvement and develops practical suggestions for their   implementation.   * Applies appropriate systems/processes to enable quality checking of all activities and   outputs.   * Practices and promotes a strong focus on deliving a high quality customer service, for   Internal and external customers.  *In the space below, please give an example of a situation where you demonstrated your ability*  *in this area (maximum 300 words).*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Personal Effectiveness**   * Is self-motivated and maintains a positive constructive and enthusiastic attitude to their   role.   * Manages time and workload effectively with particular reference to statutory obligations * and   timeframes.   * Demonstrates the required specialist technical knowledge, understanding and training for   the role.   * Personal Motivation, Initiative and Achievement; is enthusiastic about the role and sets   challenging goals to achieve high quality outcomes.   * Behaves in an honest, trustworthy and respectful manner and is transparent, fair and   consistent in dealing with others.  *In the space below, please give an example of a situation where you demonstrated your*  *ability in this area (maximum 300 words).* | **Management & Change**   * Works with the team to facilitate high performance, developing clear and realistic * objectives and addressing performance issues if they arise. * Displays the ability to think and act strategically from a management and engineering * perspective. * Provides clear information and advice as to what is required of the team. * Strives to develop and implement new ways of working effectively to meet objectives. * Leads the team by example, coaching and supporting individuals as required including * managing underperformance. * Places high importance on staff development, training and maximising skills & capacity of * team. * Demonstrates enthusiasm for new developments/changing work practices and strives to * implement these changes effectively.   In the space below, please give an example of a situation where you best demonstrated your  ability in this area (maximum 300 words). | |  |  | |   **Please indicate any particular experience and/or achievements you hold which you**  **consider relevant to your application for this position (maximum 300 words**).  **REFERENCES:**  Please name two responsible persons, as referees, to whom you are well known but not related  (at least one of the referees should be an existing or former employer). Tipperary County  Council will assume permission to contact referees unless the applicant has stated otherwise.  Name:  Name:  Address:  Address:    Occupation:  Occupation:  Tel. No.:  Tel. No.:  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **If successful, what period of notice are you required to give in your present employment:**  **IMPORTANT NOTES**   * **You should ensure that you have completed the application form in full - please** * **see attached checklist. Please include all of the requested documentation and** * **ensure that your application reaches Tipperary County Council no later than 4** * **.00pm, on Friday 15th November, 2024. All incomplete applications will be returned** * **as invalid after the closing date and will not be included in the competition.** * **You should satisfy yourself that you are eligible under the criteria set out for the** * **position. The Council cannot undertake to investigate the eligibility of** * **candidates in advance of the interview, and hence persons who are ineligible, but** * **nevertheless enter, may thus put themselves to unnecessary expense.** * **Candidates attend for interview at their own expense.** * **Applications will be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.** * **Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.** * **The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 or other legal requirements.**   I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.  Failure to sign application will render it invalid.  **Signature of Applicant:**  **Date:**   |  | | --- | |  | |  | |  | |  | | | | | | |