****

*Candidate Application Form for the position of*

***Senior Executive Technician***

***PLEASE READ & COMPLETE CAREFULLY***

*Competition Reference: RT/770*

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

*Tipperary County Council is an Equal Opportunities Employer*

PLEASE NOTE: Only typed applications will be accepted.

This application form, when completed, should be returned to Human Resources Section, Tipperary County Council, Civic Offices, Emmet Street, Clonmel, Co. Tipperary E91 N512 by not later than **4.00 p.m. on Friday, 18th October, 2024.**

**4 copies of application form must be submitted in hard copy only**

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

****

##### IMPORTANT CHECKLIST

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

* All application forms must be submitted in hard copy (4 copies), fully completed and inclusive of all the requested documentation by 4.00pm on **Friday 18th October, 2024**. 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 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.

****

**APPLICATION FOR THE POST OF SENIOR EXECUTIVE TECHNICIAN**

Applications are invited from suitably qualified persons to form panels 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 returned to the Human Resources Section, Civic Offices, Emmet Street, Clonmel, Co. Tipperary E91 N512 by not later than **4.00pm on Friday, 18th October, 2024.**

**FORENAME: SURNAME:**

**ADDRESS FOR CORRESPONDENCE:**

**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:** | | | | | |
|  | | | | | |

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

|  |
| --- |
| **Strategic Management & Change**   * Displays the ability to thinks and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes. * Has a clear understanding of the political reality and context of the organisation * Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents * Demonstrates flexibility and an openness to change. Develops and initiates programme of change to meet end objectives.   In the space below, please give an example of a situation where you best demonstrated your ability in this area (maximum 300 words). |
|  |
| **Delivering Results**   * Can pinpoint critical information and address issues logically. Understands the context and impace of decisions made. Acts decisively and makes timely, informed and effective decisions. * Contributes to operations plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards. * Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste. * Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.   In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |

|  |
| --- |
| **Performance Through People**   * Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong service ethos. * Effectively manages performance including under performance or conflict. Empowers and encourages people to deliver their part of the operational plan. * Recognises the value of communicating effectively with all employees. Always listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.   In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |
| **Personal effectiveness – Personal Motivation and Initiative**   * Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislationand its application in the workplace. * Demonstrate appropriate and positive self confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. * Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consisten in dealing with others. * Is enthuasistic about the role and sets challenging goals to achieve high quality outcomes. Is self motivated and peristent when faced with difficulties. Engages in regular critical reflections in order to identify how own performance can be improved.   In the space below, please give an example of a situation where you 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.:

**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, HR Section, Civic Offices, Emmet Street, Clonmel, Co. Tipperary E91 N512 no later than 4.00pm, on Friday 18th October, 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:**