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*Candidate Application Form for the position of*

***Executive Health & Safety Officer***

***PLEASE READ & COMPLETE CAREFULLY***

*Competition Reference: RT/773*

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

*Tipperary County Council is an Equal Opportunities Employer*

Please ensure that 4 no. copies of your application form are sent to Human Resources Section, Civic Offices, Clonmel, Co. Tipperary by no later that 4.00pm on Friday 25th October, 2024

PLEASE NOTE: Only typed, hard copy, applications will be accepted.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 P.M. on Friday 25th October, 2024.**

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 submitted in hard copy (4 copies) to HR Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N512, fully completed and inclusive of all the requested documentation by **4pm on Friday 25th 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.

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**APPLICATION FOR THE POST OF EXECUTIVE HEALTH & SAFETY OFFICER**

Applications are invited from suitably qualified persons to form panels for the following 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 submitted to the Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N512 to arrive not later than 4.00pm on **Friday 25th October, 2024 Hard copy applications only.**

**FORENAME: SURNAME:**

**ADDRESS FOR CORRESPONDENCE:**

**CONTACT TELEPHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

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

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

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| 1. Management and Change   Candidates will be required to demonstrate their ability to:   * Contributes to the development and implementation of organisational Health and safety policies and procedures for Tipperary County Council: * Embeds Safety Culture Change and good governance practices into day-to-day activities, practices and processes; * Establishes, develops and maintains positive and productive professional working relationships; * Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change; * Works with the team to facilitate high performance, developing clear and realistic objectives. * Strives to develop and implement new ways of working effectively to meet objectives. * Demonstrates enthusiasm for new developments/changing work practices and provides support 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). |
|  |
| 1. Delivering Results   Candidates will be required to demonstrate their ability to:   * Acts decisively and makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations; * Maintains a strong focus on meeting the needs of interested parties at all times; * Allocates H&S resources effectively to deliver on operational plans; * Ensures all outputs are delivered to a high standard and in an efficient manner; * Ensures compliance with H&S legislation, regulations, H&S procedures and the requirements with ISO 45001;   In the space below, please give an example of a situation where you best demonstrated your ability in this area (maximum 300 words). |
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| 1. Performance through People   Candidates will be required to demonstrate their ability to:   * Leads by example to motivate staff in the delivery of high-quality outcomes and customer service; * Addresses any performance issues in a timely, appropriate and constructive manner; * Ability to foster and maintain productive working relationships within the organisation, interested parties and with relevant stakeholders externally; * Has excellent written and verbal skills; * Successfully manages a number of the Local Authority Sections/Municipal Districts at the same time.   In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |

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| --- |
| 1. Personal Effectiveness and Initiative   Candidates will be required to demonstrate their ability to:   * Personal Motivation, demonstrates Initiative and Achievement; * Is self-motivated and maintains a positive constructive and enthusiastic attitude to their role and shares this with others; * Manages time and workload effectively with particular reference to statutory obligations and timeframes. * Demonstrates the required specialist H&S knowledge, understanding and training for the role.   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**).

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**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 the HR Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N512 no later than 4.00pm, on Friday 25th 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.**
* **While not an essential requirement for the position, if you hold a full valid driving licence, please include a copy with your application.**
* **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:**