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**APPLICATION FORM**

An Fóram Uisce intends to hold a competition for the post of:

Communications & Education Lead

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| --- | --- |
| **Please type in your name** | **Candidate No. (Office use only)** |
|  |  |

This competition and appointment process is being facilitated by

Tipperary County Council acting on behalf of An Fóram Uisce.

**An Fóram Uisce and Tipperary County Council**

**are committed to a policy of equal opportunity.**

**CLOSING DATE: 4.00 P.M. ON THURSDAY, 17TH APRIL, 2025**

***PLEASE READ THE ACCOMPANYING CANDIDATE INFORMATION BOOKLET AND FOLLOW THE INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FORM CAREFULLY***

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**APPLICATION INSTRUCTIONS**

1. Please read the accompanying Candidate Information Booklet prior to completing the application form.
2. All applications must be made on the official Application Form which is available on An Fóram Uisce’s website [www.thewaterforum.ie](http://www.thewaterforum.ie) and also on Tipperary County Council’s website [www.tipperarycoco.ie](http://www.tipperarycoco.ie) Alternatively it may be obtained by emailing [recruit@nationalwaterforum.ie](mailto:info@nationalwaterforum.ie).
3. Completed, signed Application Forms together with supporting documentation should be submitted by e-mail to [recruit@nationalwaterforum.ie](mailto:info@nationalwaterforum.ie) before the closing date.
4. Any claim in relation to the late receipt of Application Forms will not be entertained.
5. Before signing this form, please ensure that you have replied fully to the questions asked. All Sections/Questions in this document must be completed in full (a Curriculum Vitae will not be accepted).
6. You should satisfy yourself that you are eligible under the regulations. An Fóram and the Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may thus put themselves to unnecessary expense.
7. Neither An Fóram Uisce nor Tipperary County Council will be responsible for any expenses which may be incurred by the candidate in attendance for interview.
8. Short listing may apply and will be based on the information supplied on the application form and the requirements of the position. It is therefore important to ensure that you read and understand fully the information contained in the accompanying candidate information booklet and reflect your qualifications, experience and abilities appropriately in the application form, providing appropriate evidence. The number of persons to be invited to interview shall be determined by An Fóram Uisce.

**CLOSING DATE -** Completed application forms must be e-mailed to [recruit@nationalwaterforum.ie](mailto:recruit@nationalwaterforum.ie) **not later than 4.00 p.m. Thursday 17th April 2025**

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**PERSONAL DETAILS**

1. Name in Full [Block letters] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Postal Address [Block letters] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Eircode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please notify immediately if you change your address***

4. Tel. Nos.: Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Do you possess a full-unendorsed driving licence : Yes/No (please indicate)

7. Categories of Vehicles Covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION AND TRAINING**

Please list all educational and technical qualifications giving period with dates spent at

each school/college and particulars of Certificates obtained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATES** | | **SCHOOL/COLLEGE ATTENDED** | **EXAMINATION** | **YEAR TAKEN** |
| **FROM** | **TO** |  |  |  |
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Please list all training courses undertaken (either in-house or privately):

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES** | | **ORGANISATION** | **COURSE TITLE** |
| **FROM** | **TO** |  |  |
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**EMPLOYMENT RECORD**

1. Give below details of **present position**.

EMPLOYER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM*[Date]:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAIN RESPONSIBILITIES [in bullet point format]:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Please give below, in date order, full particulars of **ALL** other relevant employment or experience to date. Please indicate clearly the type of experience, especially experience specified as essential or desirable in the qualifications for the post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | | **Name & Address of Employer** | **TITLE OF POST & DESCRIPTION OF DUTIES**  ***Please indicate whether post is Permanent/***  ***Temporary/Acting]*** |
| **Period in Months** | **From** | **To** |
|  |  |  |  |  |
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**COMPETENCY INDICATORS**

Candidates are expected to be able to demonstrate in their application form and at interview that they possess the following competencies through the experience and skills they have gained to date and **which are relevant to the key duties and essential requirements listed in the accompanying Information Booklet. (Page 6,7).**

|  |
| --- |
| 1. **Strategic Management**  * **Strategic Ability** * **Networking and Representing** * **Bringing about Change**   ***In the space below, please provide an evidence based example of a situation where you best demonstrated your ability in this area. (Max 200 words)*** |
|  |
| 1. **Delivering Results:**  * **Problem Solving and Decision Making** * **Operational Planning** * **Managing Resources** * **Delivering Quality Outcomes**   ***In the space below, please provide an evidence based example of a situation where you best demonstrated your ability in this area. (Max 200 words)*** |
|  |

|  |
| --- |
| **Communications & Influencing:**   * **Communicating Effectively** * **Leading and Motivating**   ***In the space below, please provide an evidence based example of a situation where you best demonstrated your ability in this area. (Max 200 words)*** |
|  |
| 1. **Personal Effectiveness**  * **Relevant Knowledge** * **Integrity** * **Personal Motivation, Initiative and Achievement**   ***In the space below, please provide an evidence based example of a situation where you best demonstrated your ability in this area. (Max 200 words)*** |
|  |

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| --- |
| **Cover letter/statement**  Please include below a brief statement (max. 300 words) outlining why you wish to be considered for the position and where you feel your skills and experience meet the requirements of the position. |
|  |

**REFEREES**

1. Do you have any objection to An Fóram Uisce or Yes No

Tipperary County Council contacting your past/or

present employers?

2. Please give below the name and address of your present or most recent employer,

or a responsible person, to whom you are not related, whom we can contact

for a reference.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

An Fóram Uisce/Tipperary County Council may decide, by reason of the number of persons seeking admission to the competition to carry out a short-listing procedure. Short-listing will be based on qualifications, relevant experience, and information submitted on the Application Form and the requirements of the position. It is therefore important to ensure that you read and understand fully the information contained in the candidate information booklet and reflect your experience and abilities appropriately in the application form.

**I CERTIFY THAT I HAVE READ THE CANDIDATE INFORMATION BOOKLET AND BASED ON SAME, COMPLETED OF THE APPLICATION FORM AND THAT THE INFORMATION FURNISHED BY ME IS CORRECT.**

**SIGNED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### AN FÓRAM UISCE/TIPPERARY COUNTY COUNCIL ARE

###### EQUAL OPPORTUNITIES EMPLOYERS

*The information supplied in this form is held on the understanding of confidence subject to the requirements of the Freedom of Information Act 2014 or other legal requirements.*