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*Candidate Application Form for the position of*

***AGRESSO SUPPORT OFFICER (based in Civic Offices, Clonmel)***

***PLEASE READ & COMPLETE CAREFULLY***

*Competition Reference: RT/732*

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

*Tipperary County Council is an Equal Opportunities Employer*

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 P.M. on Friday, 10th May, 2024**

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

PLEASE NOTE: Only **typed** applications will be accepted.

**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*

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##### IMPORTANT CHECKLIST

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

* All application forms must be submitted in hard copy to Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, fully completed and inclusive of all the requested documentation by **4 pm on Friday, 10th May, 2024.** All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition. **Only hard copy applications will be accepted.**
* 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 ensuring that all required information is included on the application (i.e. Scanned copy of educational qualifications, etc.)
* **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 AGRESSO SUPPORT OFFICER (BASED IN CIVIC OFFICES, CLONMEL)**

Applications are invited from suitably qualified persons to form panels for the following position from which 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, Tipperary County Council, Civic Offices, Emmet Street, Clonmel, Co. Tipperary so as to arrive not later than **4 pm on Friday, 10th May 2024. Hard copy applications (4 copies) must be submitted.**

**FORENAME: SURNAME:**

*Please use Block Capitals*

**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 QualificationWas 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.**

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| --- |
| 1. Resilience and Personal Well-being

Candidates will be required to demonstrate their ability to:* Demonstrates appropriate and positive self confidence.
* 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.
* Remains calm and composed when providing leadership under pressure.
* Operates effectively in an environment with significant complexity and pace.
* 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). |
|  |
| 1. Problem solving & Decision Making

Candidates will be required to demonstrate their ability to:* Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
* 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 best demonstrated your ability in this area (maximum 300 words). |
|  |

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| 1. Managing Resources

Candidates will be required to demonstrate their ability to:* 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). |
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| --- |
| 1. Local Government knowledge & Understanding

Candidates will be required to demonstrate their ability to:* Knowledge of the structure and functions of local government.
* Knowledge and understanding of the funding arrangements concerning Local Government.
* Knowledge of current local government issues and advocates practical approaches to addressing them.
* Clear and realistic view of future trends and strategic direction of local government.
* Understanding the role of a Agresso Support Officer in this context.

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.:

**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, Civic Offices, Clonmel, Co. Tipperary E91 N512 by not later than 4.00pm, on Friday, 10th May, 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. Where an application is submitted by e-mail, candidates shortlisted for interview may be requested to sign a form on registration.

**Only hard copy applications will be accepted (four copies to be submitted)**

**Signature of Applicant:**

**Date:**