



Comhairle Contae Thiobraid Árann
Tipperary County Council

Application form for the position of: **Heritage Officer**

This application form, when completed, should be returned to Human Resources Section, Civic Offices, Emmet Street, Clonmel, not later than **4.00 p.m. on Friday, 4th August, 2017**

4 copies of application form and all supporting documents must be submitted on hard copy only

1. Name in full (BLOCK LETTERS) _____
2. Postal Address (BLOCK LETTERS) (Notify at once, in writing, any change. An acknowledgement will be sent)

3. Telephone No.(s):- Private: _____ Business: _____
(If you may be contacted there)
Mobile: _____ e-mail: _____
4. Do you claim to fulfil all the requirements set out in the Qualifications for the office?

YES ☐ NO ☐

5. GENERAL EDUCATION:-

School or College Attended	From	To	Examinations	Results

6. PROFESSIONAL QUALIFICATIONS:-

Full Title Degree(s) Qual(s) held	Type & Grade of Honours (1 st or 2 nd Class, Gr I or II)	Subject(s) in final Exam	University, College or Examining Authority	Year Degree / Qual. Obtained

7. BRIEF SUMMARY OF EXPERIENCE:

<u>From</u>	To	Title of Post	Employer

8. PREVIOUS EMPLOYMENT RECORD :

From	To	TITLE:
		NAME AND ADDRESS OF EMPLOYER:
MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:		

Previous Employment Record contd...		
From	To	TITLE:
		NAME AND ADDRESS OF EMPLOYER:
MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:		

From	To	TITLE:
		NAME AND ADDRESS OF EMPLOYER:
MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:		

From	To	TITLE:
		NAME AND ADDRESS OF EMPLOYER:
MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:		

9. Please indicate any particular experience and/or achievements you consider an Interview Board should be aware of when assessing your application for the post of Heritage Officer.

[illegible]

10. Please outline any other supporting information that you consider would be relevant to your candidature for this particular post.

[illegible]

11. Names and addresses of two responsible persons to whom you are well known but not related and to whom reference may be made as to character. (If you are or have been in employment, one of the referees should be an existing or former employer):

(a) Name: _____	(b) Name: _____
Occupation: _____	Occupation: _____
Address: _____	Address: _____
_____	_____
_____	_____

Do you have any objections to the Council seeking references from your present or previous employers?

Yes/No Delete as appropriate

If you are called for interview – are there any special arrangements you require?

Yes/No Delete as appropriate

12. A comprehensive C.V. may be submitted with the application form.

Before signing this form please ensure that you have replied fully to all questions. You should also satisfy yourself that you are eligible under the Qualifications. The County 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.

I, the undersigned, hereby declare all the foregoing particulars to be true.

Usual Signature: _____ **Date:** _____

PLEASE SUBMIT 4 COPIES OF THE APPLICATION FORM AND ANY SUPPORTING DOCUMENTATION IN HARD COPY

Please note the following

- **Shortlisting may be applied depending on qualifications and experience**
- **Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.**
- **Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority**

TIPPERARY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER