****

*Candidate Application Form for the position of*

***IS TECHNICAL SUPPORT OFFICER***

***(2 YEAR CONTRACT)***

***PLEASE READ & COMPLETE CAREFULLY***

*Competition Reference: RT/645*

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

*Tipperary County Council is an Equal Opportunities Employer*

PLEASE NOTE: Only e-mailed typed application forms will be accepted.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 P.M. on Friday, 10TH March, 2023.**

**Completed application forms to be sent to** [**recruitment@tipperarycoco.ie**](mailto:recruitment@tipperarycoco.ie)**.**

**The subject line of your email should read RT/645 Vacancy for IS Technical Support Officer.**

*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 received, fully completed, typed and inclusive of all the requested documentation and sent to [recruitment@tipperarycoco.ie](mailto:recruitment@tipperarycoco.ie) by 4.00 p.m on Friday, 10th March, 2023. **The subject line of your email should read RT/645 Vacancy for IS Technical Support Officer.**

* 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 must be submitted to **recruitment@tipperarycoco.ie** providing all required information. The subject line of your email should read RT/645 Vacancy for IS Technical Support Officer.

* **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**

**IS TECHNICAL SUPPORT OFFICER**

**(TEMP 2 YEAR CONTRACT)**

Applications are invited from suitably qualified persons to form a panel 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 [recruitment@tipperarycoco.ie](mailto:recruitment@tipperarycoco.ie) to arrive not later than **4 pm on Friday, 10th March, 2023**

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

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

|  |
| --- |
| 1. **Management and Change**  * Demonstrates innovation and creativity to secure successful outcomes * Effectively manage the introduction of change and demonstrate flexibility and openness to change   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**  * Develops realistic and challenging plans and policies, together with review processes to ensure that all relevant operations support the organisation’s objectives * Plan and prioritise work and resources effectively * Establish high quality service and customer care standards * Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations * Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures   In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |

|  |
| --- |
| 1. **Personal Effectiveness, Personal Motivation and Initiative**  * Adopts a positive and constructive approach to work * Sets challenging standards and achieves high quality outcomes * Responds positively to the challenges of the role * Manages own time effectively to achieve objectives   In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |

|  |
| --- |
| 1. **Communicating Effectively**  * Recognises the value of and requirement to communicate effecively. Has effective verbal and written commnication skills. Has good interpersonal skills * Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience * Writes fluently, clearly structuring written communication and demonstrates experience of report writing and correspondnece in non-routine work situations * Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals/agencies   In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words). |
|  |
| 1. Relevant Knowledge and Experience  * Knowledge of the technical aspects required for the position in the context of I.T. requirements in the Local Authority sector * Relevant experience to date   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 the Human Resources Section, Tipperary County Council by not later than 4.00pm on Friday, 10th March, 2023. Application form to be submitted by e-mail only to recruitment@tipperarycoco.ie. The subject line of your email should read RT/645 Vacancy for IS Technical Support Officer.**

* **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 2014 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:  *.***

HR Section, Tipperary County Council, Civic Offices, Emmet Street, Clonmel, Co. Tipperary E91 N512. Tel: 0818 06 5000