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*Candidate Application Form for the position of*

***Community Safety Co-ordinator***

***PLEASE READ & COMPLETE CAREFULLY***

*Competition Reference:* ***RT/750***

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

*Tipperary County Council is an Equal Opportunities Employer*

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 P.M. on Friday, 2nd August, 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, 2nd August, 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 COMMUNITY SAFETY CO-ORDINATOR**

Applications are invited from suitably qualified persons to form a panel from which a permanent position may be offered.

**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, 2nd August, 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 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.**

**Candidates called for interview will be assessed on the following competencies in addition to Local Government Knowledge and understanding.**

|  |  |
| --- | --- |
| 1. Delivering Results   Candidates will be assessed under the following competency specifics:   * Proactively identifies problems, areas for improvement and contributes to solutions. * Knows the limits of his/her decision-making authority and knows when to refer issues to higher authority for consultation or decision. * Establishes high quality service and customer care standards. * Translate business or team plans into clear priorities and actions for each area of responsibility. * Plan work and allocate staff and other resources effectively. * Implement high quality service and customer care standards and make decisions in a timely and well informed manner.   In the space below, please give an example of a situation where you best demonstrated your abilities in this area (maximum 300 words). | |
|  | |
| 1. Personal Effectiveness   Candidates will be assessed under the following competency specifics:   * Take initiative and seek opportunities to exceed goals. * Manage time and workload effectively. * Maintain a positive and constructive & enthusiastic attitude to the role.   In the space below, please give an example of a situation where you best demonstrated your abilities in this area (maximum 300 words). | |
|  | |
| 1. Communicate Effectively   Candidates will be assessed under the following competency specifics:   * Have effective, verbal, written and presentation skills. * Ability to implement a Communications plan, draft press releases and manage social media & web site content. * Demonstrates ability to ensure positive messaging in relation to the Partnership and Tipperary County County Council, as an individual, through the team and in interactions with the public * Maintains positive, productive and beneficial working relationships.   In the space below, please give an example of a situation where you demonstrated your abilities 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, 2nd August, 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 Acts 1997 - 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. 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:**