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| Donegal Co Co (Brand) F+1 Compressed | | | | |
| Library Assistant **Application Form**  **Closing Date: 12 Noon, Monday 2 October 2023** | | | | |
| **Section 1 – Personal Details** | | | | |
| **Title:** | **First Name:** | | **Surname:** | |
|  |  | |  | |
| **Address – (Please Include Eircode) For Correspondence Purposes:** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Contact Details:** | | | | |
| *Work Phone:* |  | *Extn Number:* | |  |
| *Home Phone:* |  | *Mobile Number:* | |  |
| *Email Address:* |  | | | |
| ***Note:***  Please ensure that you have read the Information Booklet prior to completing your application.  You must ensure that all sections of this application form are completed in full.  In the event that short-listing of applicants is required, the Council will examine the application forms and assess them against a set of pre-determined criteria based on the requirements of the position.  It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

### Section 2 – Education & Training

Please give details of all education and training undertaken and qualifications obtained, i.e. general education and academic/professional/technical qualifications.

Qualifications: All appointments to the Council are subject to necessary qualification checks. Prior to appointment, the Council may seek from the candidate copies of relevant Qualifications required for eligibility for this position.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification**  *(e.g. Degree, Diploma, Cert etc)*  **Duration of course**  **Year obtained**  **NFQ Level** | **Grade obtained** *(e.g. 1, 2.1, 2.2, Pass, etc.)* | **Subjects taken in final examination** | **University, College or Awarding Body** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

### Section 2 – Education & Training (continued).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Qualification**  *(e.g. Degree, Diploma, Cert etc)*  **Duration of course**  **Year obtained**  **NFQ Level** | | | **Grade obtained** *(e.g. 1, 2.1, 2.2, Pass, etc.)* | | **Subjects taken in final examination** | | **University, College or Awarding Body** |
|  | | |  | |  | |  |
|  | | |  | |  | |  |
|  | | |  | |  | |  |
|  | | |  | |  | |  |
|  | | |  | |  | |  |
| **First Name:** |  | | **Surname:** | |  | |

### Section 3 – Employment Record

Please briefly summarise your Employment Record in the table below (including any periods of unemployment) between the date of leaving school or college to present date, starting with your current employment. No period between these dates should be unaccounted for.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (from - to)** | **Position Held** | **Section** | **Employer** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please expand on your Employment Record below. Give, in reverse date order, **full particulars** of all employment (including any periods of unemployment) between the date of leaving school or college to present date. No period between these dates should be unaccounted for. If it is necessary to continue on a separate sheet, please set the information out in the same manner as below.

\*\* P- Permanent, T -Temporary Contract, A - Acting in post.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer:** |  | | | | | **Dates:** | |
| **From** | **To** |
| **Address:** |  | | | | |  |  |
| **Position Held:** |  | | | **\*\*** **P / T / A :** | | | |
| **Description of Main Duties and Responsibilities:** | | | | | | | |
| **First Name:** | | |  | **Surname:** | |  | | |

### Section 3 – Employment Record (continued)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | **Dates:** | |
| **From** | **To** |
| **Address:** |  | |  |  |
| **Position Held:** |  | **\*\*** **P / T / A :** | | |
| **Description of Main Duties and Responsibilities:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | **Dates:** | |
| **From** | **To** |
| **Address:** |  | |  |  |
| **Position Held:** |  | **\*\*** **P / T / A :** | | |
| **Description of Main Duties and Responsibilities:** | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

### Section 3 – Employment Record (continued)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | **Dates:** | |
| **From** | **To** |
| **Address:** |  | |  |  |
| **Position Held:** |  | **\*\*** **P / T / A :** | | |
| **Description of Main Duties and Responsibilities:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | **Dates:** | |
| **From** | **To** |
| **Address:** |  | |  |  |
| **Position Held:** |  | **\*\*** **P / T / A :** | | |
| **Description of Main Duties and Responsibilities:** | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

### Section 4 – Relevant Work Experience

In each of the competency areas below briefly detail two separate examples of your work experience which you feel best demonstrate your capacity in the competency area described. You may use the same examples across more than one competency area should you so wish. You should be mindful that the scale and scope of the examples given demonstrate the competency in question and are appropriate to a post at **‘Library Assistant’ level**. *[See Information for Candidates booklet.]*

|  |
| --- |
| **(a) Knowledge and understanding of the role (250 words max per example).** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

### Section 4 – Relevant Work Experience (continued)

|  |
| --- |
| **(b) Experience of Customer Care and of promoting services to customers (250 words max per example ).** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

### Section 4 – Relevant Work Experience (continued)

|  |
| --- |
| **(c) Planning and organisational skills (250 words max per example ).** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

### Section 4 – Relevant Work Experience (continued)

|  |
| --- |
| **(d) Demonstration of initiative, Working with Others (250 words max per example)** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

### Section 4 – Relevant Work Experience (continued)

|  |  |  |  |
| --- | --- | --- | --- |
| **(e) Experience of ICT, financial and administrative skills (250 words max per example).** | | | |
|  | | | |
| **First Name:** |  | **Surname:** |  |

### Section 4 – Relevant Work Experience (continued)

|  |
| --- |
| **(f) Please provide any other information that you feel is relevant in support of your application (250 words max per example).** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 5 – Driving Licence. | | | | | | | | | | | |
| (a) Do you hold a current driving licence? | | | | | | *Yes:* | |  | *No:* |  | |
|  | | | | | | | | | | | |
| (b) If Yes, please tick which of the following licence categories you currently hold. | | | | | | | | | | | |
| **B** | **BE** | **C** | **CE** | **C1** | **C1E** | | **D** | **DE** | **D1** | | **D1E** |
|  |  |  |  |  |  | |  |  |  | |  |
|  | | | | | | | | | | | |
| (c) Do you have access to your own transport? | | | | | | *Yes:* | |  | *No:* | |  |

|  |  |
| --- | --- |
| Section 6 – References | |
| Please provide the names of two responsible persons as referees to whom you are well known but *NOT* related. If you are currently employed, one of the referees should be a present employer. | |
| Referee No. 1 - | Referee No. 2 |
| Name: | Name: |
| Address: | Address: |
| Contact number: | Contact number: |
| Email address: | Email address: |

|  |  |
| --- | --- |
| Section 7 – Declaration | |
| **I, the applicant, in submitting this application, hereby declare all the foregoing particulars to be true. I also authorise Donegal County Council to conduct reference checks and qualification checks, as required.** | |
| Name: |  |
| Date: |  |

Notes

***Applicants should read these notes and the Information for Candidates Booklet carefully before completing the application form.***

**Completion of the Application Form**

Before you return your application form, please ensure that you have completed all sections and that you have signed the declaration. It is the responsibility of candidates to establish their eligibility for the post through the information provided in the application form.

Please do not submit a CV with this application. Only information contained in the application form will be considered when assessing an applicant’s suitability for the post.

Candidates may be short-listed on the basis of information supplied on this application form.

Please ensure that you have certified copies of all qualifications, as indicated on this application form, available for inspection, if requested.

**Submission of Application Form**

Completed application forms should be returned as an attachment in either Word or PDF format by **email only** to [vacancies@donegalcoco.ie](mailto:vacancies@donegalcoco.ie).

Please include ***“Library Assistant”*** as a reference in the subject line when emailing the application.

Completed applications must be received not later than **12 Noon on 2 October 2023**.

Late applications will not be accepted.

**Proof of receipt of Application Form**

Applications submitted by email will be acknowledged automatically. Please keep this acknowledgement as proof of delivery and receipt of your application.

If you do not receive an acknowledgement within 24 hours, please contact the Human Resources Department immediately at 074 91 72518. It is the responsibility of candidates to ensure the proper delivery and receipt of their applications.

**Further Queries**

By email: [nfarrell@donegalcoco.ie](mailto:vacancies@donegalcoco.ie)

By telephone: 074 9172518

Important!

*Canvassing by or on behalf of the applicant will automatically disqualify.*

*Donegal County Council is an Equal Opportunities Employer*

|  |
| --- |
| **Irish Language Assessment (Please Complete)** |
|  |
| **Please indicate by ticking the appropriate box, whether or not you wish to undertake the Irish Language Assessment (Optional).  A panel of candidates competent to deliver services through the medium of Irish will be formed, and will be utilised for vacancies as deemed by Donegal County Council to require a competence in the Irish Language. Please refer to the Information Booklet for further details.** |
| **□    Ba mhaith liom freastal ar scrúdú Gaeilge – (I wish to undertake the Irish Assessment)** |
| **□    Níor mhaith liom freastal ar scrúdú Gaeilge – (I do not wish to undertake the Irish Language Assessment)** |

|  |  |
| --- | --- |
| Check List –Library Assistant Competition | |
| **Before you return your application form, please ensure that you have checked and included the following with your application.** | |
| Indicate “Yes” with an X or insert “not applicable” as NA. | **X or NA** |
| I have enclosed a fully completed application form (Section 1 – 7) |  |
| I have signed and dated the Declaration (Section 7) |  |
| I have included a completed NVB1 form (I understand that this will only be submitted to the National Vetting Bureau should I be invited to take up a position with the Local Authority)  **(Included as Appendix I)** |  |

|  |  |
| --- | --- |
| To help us gauge the efficiency of our advertising strategy, we would appreciate if you could indicate in the table below where you saw this campaign advertised. | |
| Donegal County Council Website |  |
| Social Media e.g. Donegal Co Co Facebook Page |  |
| Local Newspaper |  |
| Word of Mouth e.g. colleague / line manager |  |

***Appendix I***



**Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

|  |
| --- |
| **Miscellaneous** |
| The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible. |
| The Form should be completed in ball point pen. |
| Photocopies will not be accepted. |
| **All applicants will be required to provide documents to validate their identity *(e.g. a copy of your Driver’s Licence or Passport).*** |
| If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form. |
|  |
| **Personal Details** |
| Insert details for each field, allowing one block letter per box. |
| For Date of Birth field, allow one digit per box. |
| Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address. |
| Please allow one digit per box for your contact number. |
| The Current Address means the address you are now living at. |
| The address fields should be completed in full, including Eircode/Postcode. No abbreviations. |
|  |
| **Role Being Vetted For** |
| The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice. |
|  |
| **Declaration of Application** |
| **The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.** |

|  |  |  |
| --- | --- | --- |
|  | Donegal Co Co Logo landscape compressed | **Your Ref:** |
|  |
|  |
|  | **Form NVB 1** |  |
|  | **Vetting Invitation** |  |

**Section 1 – Personal Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Forename(s):** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Middle Name:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Surname:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Date Of Birth:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** |
| **Email Address:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Contact Number:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Role Being Vetted For:** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Current Address:** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 1:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 2:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 3:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 4:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 5:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Eircode/Postcode:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.**

**Section 2 – Additional Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name Of Organisation:** | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **I have provided documentation to validate my identity as required *and***  **I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box ** | | | | | | | | | | | | | |
|
|
| **Applicant’s** |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Signature:** | **Date:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** |
|  | | | | | | | | | | | | | |
| **Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.** | | | | | | | | | | | | | |