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| Donegal Co Co (Brand) F+1 Compressed | | | | |
| Clerical Officer **Application Form**  **Closing Date: 12 Noon, Monday, 07 March 2022** | | | | |
| **Section 1 – Personal Details** | | | | |
| **Title:** | **First Name:** | | **Surname:** | |
|  |  | |  | |
|  | | | | |
| **Address – For Correspondence Purposes:** | | | | |
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|  | | | | |
| **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. | | | | |

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

### Section 2 – Education & Training

1. 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, Higher Level, Ordinary Level, A1, A2, B1 etc.)* | | **Subjects taken in final examination** | | **University, College or Awarding Body** |
|  | |  | |  | |  |
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|  | |  | |  | |  |
| **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, Higher Level, Ordinary Level, A1, A2, B1 etc.)* | **Subjects taken in final examination** | **University, College or Awarding Body** |
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| **First Name:** |  | **Surname:** |  |

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

**(b)** The Education, Training and Experience requirements for the **Clerical Officer** post are set out in **Section 4 (c)** of the I*nformation for candidates’ booklet*.

Candidates must meet the eligibility requirements under one of the headings listed below (i to iv). Please indicate how you meet the requirements of the post by ticking the appropriate box below.

|  |  |
| --- | --- |
| **Education, Training, Experience requirements for the position of *Clerical Officer.*** |  |
| ***I declare that on the latest date for receipt of completed application forms:*** | **Please tick as Yes appropriate** |
| (i) I have obtained at least Grade D, in Higher or Ordinary Level in five subjects from the approved list of subjects in the Dept of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme **or** |  |
| (ii) I have passed an examination of at least equivalent standard **or** |  |
| (iii) I have had at least two years previous service in a permanent and pensionable office of Clerical officer, Clerk/Typist (Clerical Duties), Clerk/Typist (Typing and Clerical Duties) or Clerk/Typist under a Local Authority, or health board in the State **or** |  |
| (iv) I have satisfactory relevant experience which encompasses demonstrable equivalent skills |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
|  |  |  |  |
|  |  |  |  |
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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:** | | | | | | | |
| **Reason for Leaving:** | | | | | | | |
| **First Name:** | | |  | **Surname:** | |  | | |

### Section 3 – Employment Record (continued)

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

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

### Section 3 – Employment Record (continued)

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

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

### Section 4 – Relevant Work Experience

In each of the competency areas below briefly detail two 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 **Clerical Officer Level**. *[See Information for Candidates booklet.]*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Customer Skills (250 words max).** | | | |
|  | | | |
| **First Name:** |  | **Surname:** |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(b) Office Administration Skills (250 words max).** | | | | |
|  | | | | |
| **First Name:** |  | **Surname:** |  |

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

|  |
| --- |
| **(c) IS/Financial/Account Skills (250 words max).** |
|  |

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

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

|  |
| --- |
| **(d) Working with Others and Teamwork (250 words max).** |
|  |

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

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

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

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

**Section 5 - 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)**

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 6 – 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 7 – 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 8 – 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: |  |

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

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| --- | --- |
| Section 9 – Check List – Clerical Officer | |
| **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 carefully read the job advertisement and the “***information for candidates****”* booklet and I declare that I have the necessary qualifications required for the role if applicable. |  |
| I have enclosed a fully completed application form (Section 1 – 7) |  |
| I have signed and dated the Declaration (Section 8) |  |
| I have downloaded / saved a copy of the Information Booklet for the competition for future reference |  |

|  |  |
| --- | --- |
| 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 |  |
| Local Government Jobs Website |  |
| Other (please specify) |  |

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 ***“Clerical Officer”*** as a reference in the subject line when emailing the application.

Completed applications must be received not later than **12 noon on Monday, 07 March 2022.**

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 72221. It is the responsibility of candidates to ensure the proper delivery and receipt their applications.

**Further Queries**

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

By telephone: 074 91 72221

Important!

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

*Donegal County Council is an Equal Opportunities Employer*