



**SECTION ONE: PERSONAL DETAILS**

1.1 Email Address \_\_\_\_\_

1.2 PPS No: \_\_\_\_\_

1.3 Driving licence (for most positions this is not an essential requirement)

Do you possess a full-unendorsed driving licence Yes  No

1.4 Please note photographs are used to assist in the interview stage only. You will be required to submit recently taken passport sized photo should you be invited to this stage.

Accordingly, you are free to attach photo to Application Form or when notified of interview invitation.



SAMPLE

## SECTION TWO: EDUCATION

Please list all information in following questions in descending chronological order:

### 2.1 School /College Attended

DATES		SCHOOL/COLLEGE ATTENDED	EXAMINATION	YEAR TAKEN
FROM	TO			

### 2.2 Academic, Professional or other Technical Qualifications (if any)

DATES		BY WHAT BODY QUALIFICATION WAS CONFERRED	DEGREE OR OTHER QUALIFICATION	MAJOR SUBJECTS TAKEN IN FINAL EXAM	YEAR TAKEN
FROM	TO				

### 2.3 Training courses undertaken (either in-house or privately):

DATES		ORGANISATION	COURSE TITLE
FROM	TO		



3.2 Give below, in date order, full particulars of all other employment or experience. It is not sufficient to refer to a previous application or attached CV. Care should be taken to indicate the type of experience, especially experience as essential or desirable in the regulations for the vacant position.

NO. OF MONTHS	FROM	TO	TITLE OF POST Please indicate whether post is Permanent/Temporary/Acting]	MAIN DUTIES	NAME & ADDRESS OF EMPLOYER

3.3 Do you have any objection to Kilkenny Local Authorities contacting your past/or present employers?

Yes

No

3.4 If appointed, what is the earliest date you can take up duty?

*dd / mm / yy*

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3.5 **PLEASE INDICATE WHERE YOU FIRST SAW NOTICE OF ADVERTISEMENT FOR THIS POST:**

- |                                    |                          |                        |                          |
|------------------------------------|--------------------------|------------------------|--------------------------|
| Kilkenny Local Authorities Website | <input type="checkbox"/> | Kilkenny People        | <input type="checkbox"/> |
| Engineers Ireland                  | <input type="checkbox"/> | Localgovernmentjobs.ie | <input type="checkbox"/> |
| Other                              | <input type="checkbox"/> |                        |                          |

If otherwise please specify:

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**SECTION FOUR:**

**SUPPORTING INFORMATION**

4.1 Please indicate in bullet format any particular experience, innovations or achievements you consider an Interview Board should be aware of when assessing your application.

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4.2 Are you legally authorised to work in the Republic of Ireland? Yes  No

4.3 Have you ever been convicted of a criminal offence? Yes  No

If so, please give details

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4.4 Please give below the name and address of your present or most recent employer, or a responsible person, to whom you are not related, whom we can contact for a reference.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Tel No: \_\_\_\_\_

Before signing this form, please ensure that you have replied fully to the questions asked.

You should also satisfy yourself that you are eligible under the regulations. The 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.

Kilkenny Local Authorities will not be responsible for any expenses which may be incurred by the candidate in attendance for interview.

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. If after undergoing the medical you do not take up the post the cost of the medical must be refunded to the Council.

***I, THE UNDERSIGNED, HEREBY DECLARE, ALL THE FOREGOING PARTICULARS TO BE TRUE***

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE: \_\_\_\_\_

**BOTH KILKENNY COUNTY COUNCIL & KILKENNY BOROUGH COUNCIL ARE EQUAL OPPORTUNITIES EMPLOYERS**

*The information supplied in this form is held on the understanding of confidence subject to the requirements of the Freedom of Information Act 1997 or other legal requirements.*

**NB: MISREPRESENTATION OF, OR FAILURE TO DECLARE, ANY MATERIAL FACT WILL INVALIDATE YOUR APPLICATION AND ANY JOB OFFER MADE AS A RESULT OF SAME.**

**Applications received after the closing date and time specified in the advertisement relating to this position will not be accepted.**

## SHORTLISTING

The Local Authority may decide, by reason of the number of persons seeking admission to the competition to carry out a short-listing procedure.

The number of persons to be invited to interview shall be determined by the Local Authority.

Shortlisting will be based on qualifications, relevant experience, and information submitted on the Application Form, Appendices & Curriculum Vitae.

## IMPORTANT CHECKLIST

Please check the following points before sending this form:

- Ensure that you have answered all questions fully and correctly
- Ensure that you have included copies of all educational certificates
- Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.
- Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of Posting is produced in support of such claims
- Please notify us of any change of address