

**For Office Use
Only**

Ref No:

Qualifications
Attached

SOUTH DUBLIN COUNTY COUNCIL

**Corporate Performance and
Change Management,
County Hall, Tallaght, Dublin 24.**



Chargehand

First Name:

Surname:

Address:

If you change your address at any stage during the recruitment process, please inform the Recruitment Section by email of such change.

Telephone:

Home

Work

Mobile

Email:

You must submit your e-mail address as all correspondence will be by email only.

Requirements:

Please detail any specific access or support needs you may have, and how these can be facilitated during the recruitment process (for example Irish Sign Language)

Do you require an employment permit/visa/authorisation to work in Ireland?

Yes ☐ No ☐

If answer is Yes, please note that any offer of employment will be conditional upon the individual being legally entitled to live and work in Ireland for South Dublin County Council. Please attach copy of relevant permit/visa/work authorisation with application form.

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Full Name: _____

Particulars of Education**General Education**

Name of School attended	From	To	Certificates/Distinctions obtained

Further Education

Name of Course and College	From	To	Result/Qualification achieved	Grade obtained For example: 2.1, Pass, Credit

Qualification Questions:Do you have the required educational qualifications for this post Yes ☐ No ☐Do you have the required experience for this post: Yes ☐ No ☐Do you have a current full driving licence category B: Yes ☐ No ☐Do you have a current, valid safe pass card: Yes ☐ No ☐

Card No. _____

Expiry Date: _____

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Ref No:

Full Name: _____

Employment Record

Work Experience – Commencing with the most recent employment. ***Please detail duration of time (years/months) in each position/job.***

Name/Address of Employer	From	To	Grade/Title Job Description	Reason for Leaving

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Full Name: _____

Cover Letter / Statement

Please include below a brief statement (no longer than 300 words) outlining why you wish to be considered for the post and where you feel your skills and experience meet the requirements of the position.

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Languages:Knowledge of Irish: Good ☐ Fair ☐ Not Good ☐

(Please note "Good" means being capable of performing the duties of office through the medium of Irish).

How did you become aware of this vacancy? Please tick the appropriate source.

South Dublin County Council website	
Local Government Jobs Website	
Twitter	
Other (please state)	

Any Other Relevant Information:

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Full Name: _____

Declaration**Please Read and Sign the Declaration Below**

I declare, that all particulars in this application are true and correct, to the best of my knowledge and belief. I give my permission for enquiries to be made to establish such matters as age, qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to the Local Authority for that purpose. This may include enquiries from past / present employers and the submission of this application is taken as consent to this. I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information

given herein being correct. I am aware that false or misleading information or deliberate omissions may result in termination of any employment offered.

With regard to your application for this competition your attention is drawn to the South Dublin County Council's Personal Data Privacy Statement and the [Recruitment Privacy Statement](#)

Signature of Applicant: _____ **Date:** _____

Please check the following before submitting your Application

- ◆ Applications must be sent to the following email address recruitment@sdublincoco.ie only.
- ◆ If you require an acknowledgement please insert “**Job Application**” in e-mail subject field.
- ◆ Make sure you have answered all questions fully and correctly. Incomplete applications will not be accepted.
- ◆ Please make sure that you read and sign the declaration as unsigned applications will be considered incomplete.
- ◆ Make sure you have given your email address as correspondence will be by email only.
- ◆ Only applications made on the official application form and emailed to recruitment@sdublincoco.ie by the closing date/time specified will be accepted.

- ◆ C.V's will not be accepted.
- ◆ Application forms received by post/fax and applications received after the closing date/time specified will not be accepted.
- ◆ South Dublin County Council reserves its right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of qualifications and experience. Candidates may be shortlisted based on the information supplied on the application forms.
- ◆ If you have any queries please e-mail the recruitment section at recruitment@sdublincoco.ie

South Dublin County Council is an equal opportunities Employer
Canvassing will automatically disqualify