



Comhairle Contae Thiobraid Árann
Tipperary County Council

Application form for the position of: **Sports Hub Co-ordinator/Outdoor Programme Officer**

This application form, when completed, should be returned to Human Resources Section, Civic Offices, Emmet Street, Clonmel, not later than **4 p.m. on Friday, 30th October, 2020.**

4 copies of application form must be submitted on hard copy only

1. Name in full (BLOCK LETTERS) _____

2. Postal Address (BLOCK LETTERS) (Notify at once, in writing, any change. An acknowledgement will be sent)

3. Telephone No.(s):- Private: _____ Business: _____
 (If you may be contacted there)
 Mobile: _____ e-mail: _____

4. Do you claim to fulfil all the requirements set out in the Qualifications for the office?
 YES NO

Sports Hub Co-Ordinator/Outdoor Programme Officer

5. GENERAL EDUCATION:-

School or College Attended	From	To	Examinations	Results

6. PROFESSIONAL QUALIFICATIONS:-

Full Title Degree(s) Qual(s) held	Type & Grade of Honours (1 st or 2 nd Class, Gr I or II)	Subject(s) in final Exam	University, College or Examining Authority	Year Degree / Qual. Obtained

7. **BRIEF SUMMARY OF EXPERIENCE:**

<u>From</u>	To	Title of Post	Employer

8. **PREVIOUS EMPLOYMENT RECORD :**

From	To	TITLE:
		NAME AND ADDRESS OF EMPLOYER:
MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:		

Previous Employment Record contd...		
From	To	TITLE:
		NAME AND ADDRESS OF EMPLOYER:
MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:		
		NAME AND ADDRESS OF EMPLOYER:
MAIN RESPONSIBILITIES, SIGNIFICANT FEATURES, ETC.:		

The interview will concentrate on the specific competencies listed hereunder and it is expected that candidates will be in a position to demonstrate, through questioning, their abilities in some or all of the following competencies:

Competency Heading	Competency Description
Delivering Results	Candidates will be required to demonstrate their ability to: <ul style="list-style-type: none"> • Identify problems and contribute to solutions • Ability to plan and organise workloads in order to meet deadlines • Demonstrate ability to deliver quality work and customer services
Performance Through People	Candidates will be required to demonstrate their ability to: <ul style="list-style-type: none"> • Engage with staff and work as a team • Build and maintain position working relationships • Resolve conflict situations • Demonstrate ability to lead by example and show initiative • Excellent interpersonal, verbal and written communications skills
Personal Effectiveness	Candidates will be required to demonstrate their ability to: <ul style="list-style-type: none"> • Persuade and influence others • Demonstrate ability to be flexible and open to change • Understand the need for ongoing change • Demonstrate ability to adapt to new challenges • Commit to public service values

11. Names and addresses of two responsible persons to whom you are well known but not related and to whom reference may be made as to character. (If you are or have been in employment, one of the referees should be an existing or former employer):

(a) Name: _____	(b) Name: _____
Occupation: _____	Occupation: _____
Address: _____	Address: _____
_____	_____
_____	_____

12. Please submit a comprehensive C.V. with your application form.

When submitting CV please ensure that 4 copies are provided

Before signing this form please ensure that you have replied fully to all questions. You should also satisfy yourself that you are eligible under the Qualifications. The County 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.

I, the undersigned, hereby declare all the foregoing particulars to be true.

Usual Signature: _____ **Date:** _____

PLEASE SUBMIT 4 COPIES OF THE APPLICATION FORM IN HARD COPY

- **Shortlisting may be applied depending on qualifications and experience**
- **Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.**
- **Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority**

TIPPERARY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

