



Comhairle Contae Thiobraid Árann
Tipperary County Council

Candidate Application Form for the position of
Community Sports Hub Development Officer
(Specific Purpose Contract for 12 months – 3 days per week)

PLEASE READ & COMPLETE CAREFULLY

Competition Reference: RT/752

Candidate Name: _____

Tipperary County Council is an Equal Opportunities Employer

PLEASE NOTE: Only typed applications will be accepted
4 copies to be submitted

CLOSING DATE FOR RECEIPT OF APPLICATIONS:

4.00 P.M. on Friday, 16th August, 2024

Please refer to the Information Booklet relating to this competition for further details and requirements



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IMPORTANT CHECKLIST

Please check the following points before submitting your application:

- All application forms must be submitted to Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary, E91 N512 fully completed and inclusive of all the requested documentation by 4.00p.m. on **Friday, 16th August, 2024.** All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition. **Only hard copy applications will be accepted.**
- All information must be provided on the formal application form only. Additional information via Curriculum Vitae **will not** be considered.
- Ensure that you have answered all questions fully.
- A **TYPED** application form along with a copy of relevant educational qualifications & driving licence, i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- Applications **must be typed and submitted in hard copy only** (4 copies to be submitted) ensuring that all required information is included on the application (i.e. Scanned copy of educational qualifications, etc.)
- **Applications will be short-listed on the basis of the information provided on the application form.**
- Please notify the Human Resources Department of any change of address.
- Please notify the Human Resources Department of any special requirements you may need.



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**APPLICATION FOR THE POST OF COMMUNITY SPORTS HUB DEVELOPMENT
OFFICER WITH TIPPERARY SPORTS PARTNERSHIP**

Applications are invited from suitably qualified persons to form a panel for the above position from which permanent and/or temporary positions may be filled.

Four copies of this application form, when completed, should be returned to the Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary to arrive not later than **4 pm on Friday, 16th August, 2024.** **Only hard copy applications will be accepted.**

FORENAME: _____ SURNAME: _____

ADDRESS FOR CORRESPONDENCE: _____

CONTACT TELEPHONE NUMBERS:

Work: _____ Ext: _____ Home: _____

Mobile No.: _____ E-mail Address: _____

Do you require any special facilities/arrangements for interview? *(If yes, please specify)*

GENERAL EDUCATION:

Dates		School Attended	Examinations Taken	Results Obtained
From	To			

ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS (if any):

Dates		College/University Attended	Full Title of Degrees, Qualifications, held	Date Qualification Was Awarded	Subjects in Final Exams
From	To				

EMPLOYMENT HISTORY:

In sequence starting with your current or most recent job. Additional sheets, in this format, may be used, if required. It is not sufficient to refer to another application. **Please note that applicants will be shortlisted for interview on the basis of information supplied on their applications.**

Name & Address Of Employer			
Business		Start Date	
Position		Salary	
Description of Present duties and responsibilities:			

PREVIOUS POSITIONS:

List all experience in reverse chronological order, i.e., the most recent experience first

Name & Address Of Employer					
Business		Start Date		End Date	
Position		Salary			
Description of duties and responsibilities:					

Name & Address Of Employer					
Business		Start Date		End Date	
Position		Salary			
Description of duties and responsibilities:					

Key Competencies

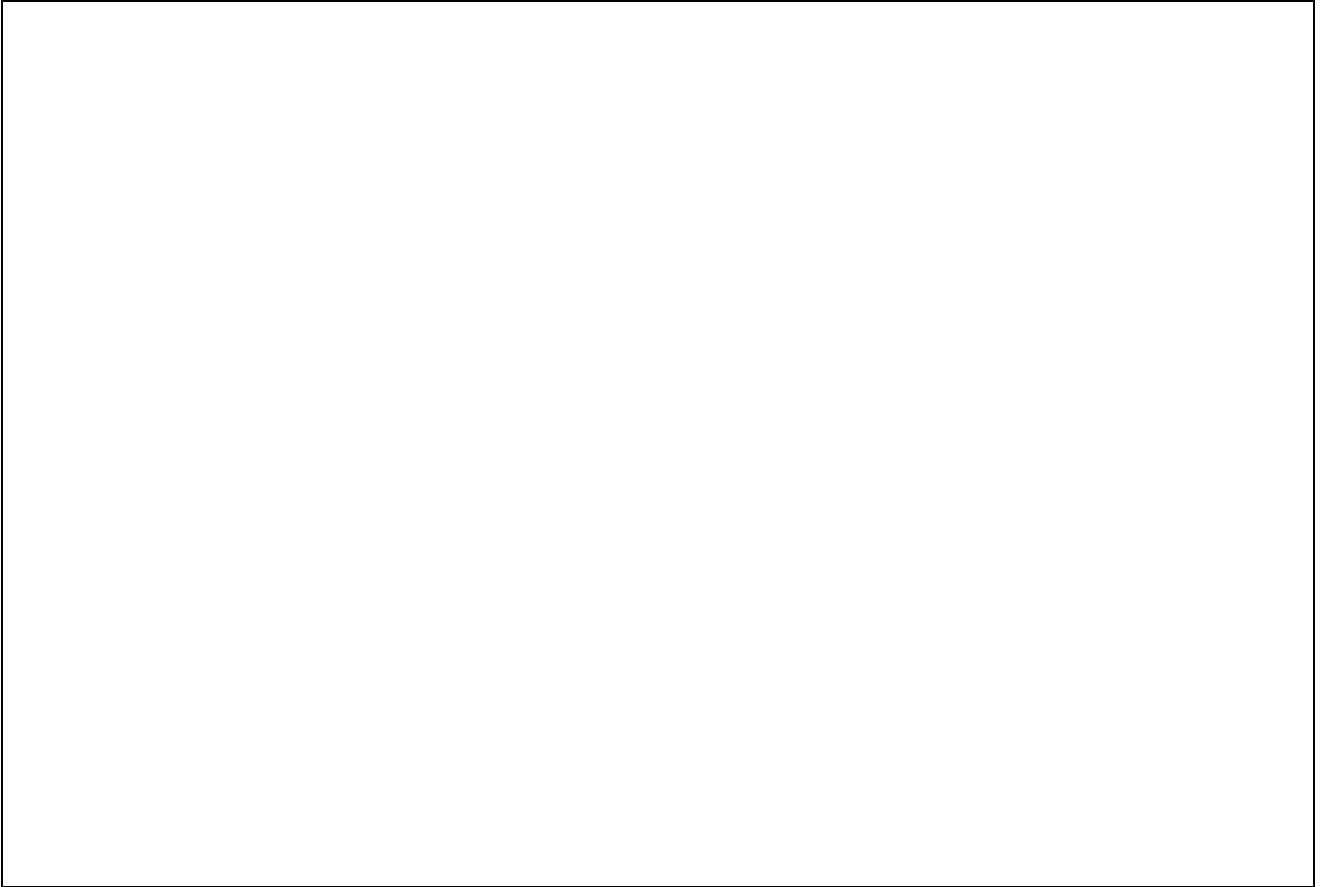
In each of the competency areas below, briefly detail an example which you feel best demonstrate your capacity in the competency area described. You may use the same examples across more than one competency area should you so wish. Your examples should show clearly how you have demonstrated the particular competency. You should be mindful that the scale and scope of the examples given demonstrate the competency in question and are appropriate to the post.

At interview, candidates will be assessed under the following competencies using some/all of the indicators listed on page 14 of the Candidate Information Booklet **in addition to** local Government knowledge and understanding

Please refer to the Candidate Information Booklet (pages 7,8,15,16) for further information on the competencies for this role.

MANAGEMENT & CHANGE (300 words approx.):

DELIVERING RESULTS (300 words approx.):



PERFORMANCE THROUGH PEOPLE (300 words approx.):



PERSONAL EFFECTIVENESS (300 words approx.):

Please indicate any particular experience and/or achievements you consider an Interview Board should be aware of when assessing your application for this post.

Please briefly outline any other supporting information that you consider would be relevant to your candidature for this particular post.

REFERENCES:

Please name two responsible persons, as referees, to whom you are well known but not related (at least one of the referees should be an existing or former employer). Tipperary County Council will assume permission to contact referees unless the applicant has stated otherwise.

Name: _____

Name: _____

Address: _____

Address: _____

Occupation: _____

Occupation: _____

Tel. No.: _____

Tel. No.: _____

Do you have any objection to Tipperary County Council contacting your past/or present employers?

Yes

No

If successful, what period of notice are you required to give in your present employment: _____

IMPORTANT NOTES

- You should ensure that you have completed the application form in full. Please include all of the requested documentation and ensure that your application reaches Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N512 no later than 4.00pm on Friday, 16th August, 2024. All incomplete applications will be returned as invalid after the closing date and will not be included in the competition.
- You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview, and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.
- Applications will be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.
- Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.
- The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 - 2014 or other legal requirements.

I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.

Failure to sign application will render it invalid.

Signature of Applicant: _____ Date: _____