



Comhairle Chontae na Gaillimhe
Galway County Council

COMHAIRLE CHONTAE NA GAILLIMHE GALWAY COUNTY COUNCIL

Ba cheart Foirmeacha Iarratais comhlánaithe a sheoladh ar ais chuig:

An Rannóg Acmhainní Daonna, Comhairle Chontae na Gaillimhe, Áras an Chontae, Cnoc na Radharc, Gaillimh nó ar ríomhphost chuig hr@galwaycoco.ie roimh an dáta deiridh

Completed Application Forms should be returned to;

Human Resources Department, Galway County Council, Áras an Chontae, Prospect Hill, Galway or emailed to hr@galwaycoco.ie by the closing date

DÁTA DEIRIDH / CLOSING DATE: **4in Déardaoin 20^ú MÁRTA, 2025**
4pm Thursday 20th MARCH, 2025

<u>IARRATAS AR AN BPOST:</u>	<u>OIFIGEACH FOIRNE SINSEARACH (GRÁD VI)</u>
<u>POST APPLIED FOR:</u>	<u>SENIOR STAFF OFFICER (GRADE VI)</u>

Seol isteach cóip de Cheadúnas Tiomána & Cáilíochtaí Cuí le d'iarratas

N. B. Please submit Copy of Driver's Licence & Relevant Qualifications with your application

Suitably qualified applicants are invited to apply for the following panel(s):

- **Panel A (Confined to local authority sector)** will comprise of successful applicants in order of merit from within the local authority sector only i.e. candidates serving in a local authority or Regional Assembly (where applicable).
- **Panel B (Open)** will comprise of all successful applicants in order of merit and may include candidates serving in a local authority, regional assembly and external applicants.
- **Panel C (Confined to the recruiting local Authority)** will comprise of all successful applicants in order of merit from within the recruiting local authority i.e. candidates serving in Galway County Council.

Are you applying for Panel A? (See details above)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you applying for Panel B (See Details above)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you applying for Panel C? (See Details above)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please ensure that you have selected correctly.

Sloinne _____ **Céadainmeacha** _____

Surname

First names

(a) Seoladh _____

(a) Address

Uimhreacha Gutháin: Baile _____ **Obair:** _____ **Fón Póca:** _____

Phone Numbers:

Home

Work:

Mobile:

Seoladh Ríomhphoist: _____

Email Address

OIDEACHAS GINEARÁLTA/GENERAL EDUCATION

Ó	Go	Scoil ar freastalaíodh	Na Scrúdaithe a Déanadh (tabhair dátaí agus toradh)
From	To	School attended	Examinations Taken –year of examination and result obtained

CÁILÍOCHT ACADÚIL, GHAIRMIÚIL NÓ THEICNIÚIL (más ann)

THIRD LEVEL ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS (if any)

Ó From	Go To	Coláiste ar freastalaíodh College Attended	Na Scrúdaithe a Déanadh (tabhair dátaí agus toradh) Examinations Taken – year of examination and result obtained

CÚRSAÍ / SCILEANNA / TRAENÁIL / SUIMEANNA EILE MAR THACAÍOCHT DON IARRATAS

OTHER COURSES / SKILLS / TRAINING / INTERESTS IN SUPPORT OF APPLICATION

Ó From	Go To	Na Scrúdaithe a Déanadh (tabhair dátaí agus toradh) Examinations Taken – year of examination and result obtained

STAIR FOSTAÍOCHTA – AG TOSÚ LEIS AN BHFOSTAÍOCHT IS DÉANAÍ

EMPLOYMENT HISTORY – COMMENCING WITH MOST RECENT EMPLOYMENT

Ainm & Seoladh an Fhostóra Name & Address of Employer	Dátaí cruinn na Fostaíochta Exact Dates of Employment	Teideal an Phoist agus cur síos ar an bpost Title of Post and Job Description

Key Achievements

Name: _____ Title of Post: _____

Having read the competencies and thought about the demands of the role, for each of the areas below, please briefly (**max 250 words for each**) give one example under each of the competency headings which clearly demonstrates your suitability to meet the challenges of the Senior Staff Officer role.

For each example, please include the following:

- (a) the nature of the task, problem or objective;
- (b) what you actually did and how you demonstrated the skill or competency.
- (c) the outcome or result of the situation

Please use different examples for each competency heading.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the competency required for this post so you should think of a number of examples of where you demonstrated each of the skills.

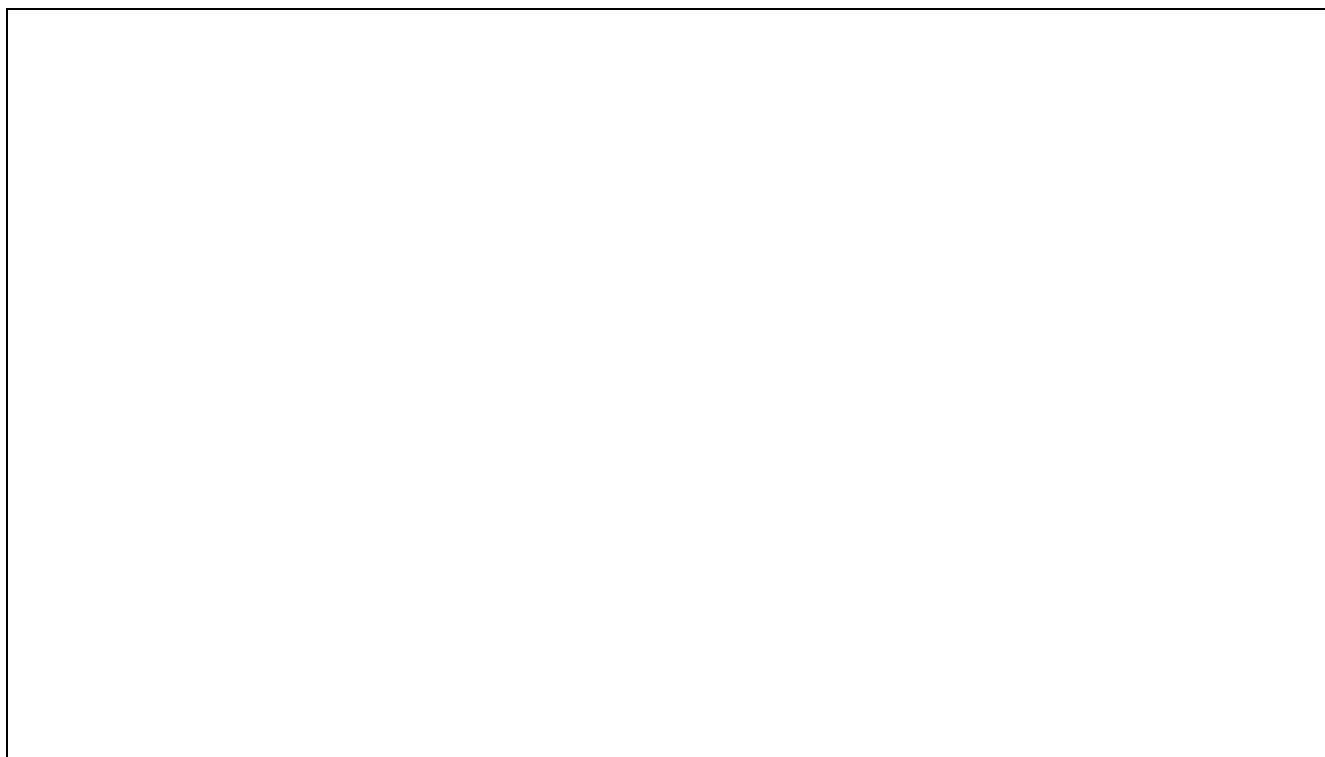
Leading and Motivating

Delivering Results

Management and Change

Problem Solving and Decision Making

Please Include an Organisational Chart in respect of your current role:



An mian leat tabhairt faoin agallamh roghnach gearr Gaeilge i ndiaidh an phríomhagallaimh don ról mar **OIFIGEACH FOIRNE SINSEARACH?**

Is Mian | Ní Mian

Ní bheidh tú in ann d'intinn a athrú maidir leis an Agallamh Gaeilge roghnach i ndiaidh an data deiridh do Foirmeacha Iarratais.

Do you wish to undertake the brief optional oral Irish interview following the main interview for the position of **SENIOR STAFF OFFICER?**

Yes | No

It will not be possible to change your mind regarding the optional oral Irish Interview after the closing date for receipt of completed applications.

Fáilteonn Comhairle Chontae na Gaillimhe roimh iarratais deiseanna fostaíochta, ó dhaoine le míchumas. Iarrtar eolas maidir le míchumas amháin chun gur féidir réitiúcháin chuí a dhéanamh d'agallamh más gá.

An bhfuil tú faoi mhí chumas, de réir an tAcht Míchumais 2005?

Tá Níl

Tabhair do chuid sonraí má theastaíonn réitiúcháin sonracha a dhéanamh, dhá nglaofaidh ort d'agallamh. M.sh Teanga Chomharthaíochta, nó aon socrúithe riachtanach eile.

Galway County Council welcomes applications for job opportunities, from candidates with disabilities.

Information in relation to disability is requested in order that appropriate arrangements for an interview can be made if necessary.

Yes No

Do you have a disability, as per the Disability Act 2005?

Please give details if you need arrangements made for you, should you be called for interview, e.g. Sign language or other arrangements

TEISTIMÉIREACHTAÍ:

Tabhair ainm agus seoladh beirt fhreagrach a bhfuil aithne mhaith acu ort, ach NACH bhfuil gaol agat leo. (má tá tú nó má bhí tú fostaíthe, ba cheart gur fostóirí reatha nó sean fhostóirí a bheadh sna moltóirí)

REFERENCES:

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)

Ainm : Name:	Ainm : Name:
Post sa gcomhlacht: Position Held:	Post sa gcomhlacht: Position Held:

Seoladh : Address:	Seoladh : Address:
Uimh. Teagmhála: Contact Tel No:	Uimh. Teagmhála: Contact Tel No:
Nádúr an Ghaoil Eadraibh : Nature of Relationship:	Nádúr an Ghaoil Eadraibh : Nature of Relationship:

Cén tréimhse fógra is gá duit a thabhairt san fhostaíocht reatha ina bhfuil tú ann?

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

Sula síníonn tú an fhoirm seo, bí cinnte go bhfuil tú tar éis freagra a thabhairt ar na ceistanna go léir. Bí cinnte go bhfuil tú incháilithe faoi na Cáilíochtaí. Ní féidir leis an gComhairle gealltanais a thabhairt go ndéanfaidh sí incháilitheacht iarratasóirí a iniúchadh roimh an agallamh/scrúdú; mar sin, d'fhéadfadh daoine nach bhfuil incháilithe, ach a chuireann isteach ar phost pé scéal é, costas a chur orthu féin gan ghá. Freastalaíonn iarrthóirí ar agallamh ar a gcostas féin.

IS FÉIDIR GEARRLIOSTÚ A DHÉANAMH AR IARRTHÓIRÍ DE RÉIR AN EOLAIS ATÁ CURTHA AR Fáil AR A BHFOIRM IARRATAIS.

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 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. Candidates attend for interview at their own expense.

CANDIDATES MAY BE SHORTLISTED ON THE BASIS OF INFORMATION SUPPLIED IN THEIR APPLICATION FORM.

DEARBHÚ	DECLARATION
Dearbhaím go bhfuil na sonraí ar fad san iarratas seo fíor agus cruinn, chomh fada agus gur eol dom agus go gcreidim. Is eol dom go ndí cháileofar mé ón bpost atá dhá chuardach agam de bharr aon chanbhásáil don phost a dhéanaim féin, nó a dhéantar ar mo shon, agus go bhfuil aon fhostaíocht a ofráiltear dom ag brath ar an eolas atá tugtha anseo istigh a bheith cruinn. Is eol dom go bhféadfadh scor aon fhostaíocht a ofráiltear dom a bheith mar thoradh ar aon eolas bréagach nó míthreorach a bheith tugtha.	I certify that all particulars in this application are true and correct, to the best of my knowledge and belief. 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.

Síniú an Iarratasóra: _____

Signature of Applicant

Dáta: _____

Date:

Tá an t-eolas atá curtha ar fáil ar an bhfoirm seo coinnithe ar
thuiscint rúndachta de réir riachtanais an Acht um Shaoráil
Faisnéise 1997 nó riachtanais dlíthiúla eile.

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.

Application Form Checklist

- ✓ All application forms must be submitted fully completed and inclusive of all the requested documentation (Educational Qualification Documents and Driving Licence) by the closing date. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- ✓ Please submit *your application form inclusive of all other required documentation* to hr@galwaycoco.ie as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- ✓ All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- ✓ Ensure that you have answered all questions fully.
- ✓ Copies of Educational qualifications & driving licence (not originals), 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 may be submitted by email to hr@galwaycoco.ie providing all required information is included on the application (i.e. scanned copy of educational qualifications, driving licence etc.)
- ✓ Applications will be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application and all documentation requested is submitted.
- ✓ Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, along with all requested documentation is **received** on time by the Human Resources Department, Galway County Council.
- ✓ 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. The responsibility to make contact with An Post regarding any delays rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.

The onus rests with the applicant to ensure that his/her application form and all required documentation is received by the Human Resources prior to the competition closing date.