



LAOIS COUNTY COUNCIL

PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

- A. *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. LAOIS COUNTY COUNCIL WILL NOT BE RESPONSIBLE FOR ANY EXPENSES WHICH MAY BE INCURRED BY THE CANDIDATE IN ATTENDANCE FOR INTERVIEW*
- B. *All Sections/Questions in this document must be completed in full (**a Curriculum Vitae will not be accepted**).*
- C. *Ensure you have answered all questions fully and correctly.*
- D. *Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.*
- E. *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.*
- F. *Please notify us of any change of address.*
- G. *Laois County Council 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 Laois County Council. Shortlisting will be based on qualifications, relevant experience, and information submitted on the application form.*
- H. *Please return 4 copies of the completed and signed form in hard copy format.*





COMHAIRLE CHONTAE LAOISE

TABHAIR NA TREORACHA SEO LEANAS AR AIRD, LE DO THOIL:

- I. *SULA SÍNÍONN TÚ AN FHOIRM SEO CINNTIGH, LE DO THOIL, GO BHFUIL FREAGRAÍ IOMLÁNA TUGTHA AGAT AR NA CEISTEANNA A IARRTAR ANN. BA CHÓIR A CHINNTIÚ, CHOMH MAITH, GO BHFUIL TÚ INCHÁILITHE FAOI NA RIALACHÁIN. NÍ FÉIDIR LEIS AN GCOMHAIRLE DUL I MBUN FIOSRAITHE FAOI CHÁILITHEACHT IARRATASÓIRÍ ROIMH AN AGALLAMH/SCRÚDÚ, AGUS MAR SIN, D'FHÉADFADH DAOINE NACH BHFUIL INCHÁILITHE ACH A DHÉANANN IARRATAS MAR SIN FÉIN, DUL I GCOSTAS GAN GHÁ. NÍ BHEIDH CHOMHAIRLE CHONTAE LAOISE FREAGRACH MAIDIR LE COSTAS A THABHAÍONN IARRATASÓIR AS FREASTAL AR AGALLAMH.*
- J. *Ní mór gach Cuid/Ceist sa cháipéis seo a fhreagairt go hiomlán (ní ghlacfar le Curriculum Vitae).*
- K. *Déan cinnte go bhfreagraíonn tú gach ceist go hiomlán agus i gceart.*
- L. *Ba chóir d'iarratasóirí a sheolann a gcuid iarratas ar an bpost a chinntiú go mbeidh dóthain ama chun an t-iarratas a sheachadadh roimh an tráth is déanaí a nglacfar leis.*
- M. *Ní bhreithneofar aon éileamh go ndeachaigh iarratas nó litir a bhaineann leis an bpost amú sa phost nó gur raibh moill air sa phost mura gcuirfear Teastas Postála Oifig Poist ar fáil mar thaca le héileamh den chineál sin.*
- N. *Cuir aon athrú ar do sheoladh poist in iúl dúinn, le do thoil.*
- O. *D'fhéadfadh Comhairle Chontae Laoise cinneadh a dhéanamh, de bharr líon na ndaoine a dhéanann iarratas ar an gcomórtas, córas gearr-liosta a chur i bhfeidhm. Beidh líon na ndaoine a dtabharfar cuireadh chun agallaimh dóibh le socrú ag Comhairle Chontae Laoise. Beidh an gearrliosta bunaithe ar cháilíochtaí, ar thaithí iomchuí agus ar an eolas a thugtar ar an bhfoirm iarratais.*
- P. *Seol isteach 4 cóip comhlánaithe sínithe den fhoirm i bhformáid chruachóip le do thoil.*



LAOIS COUNTY COUNCIL - APPLICATION FORM
COMHAIRLE CHONTAE LAOISE - FOIRM IARRATAIS

Áras an Chontae,
Co. Laoise.



County Hall,
Portlaoise.

Telephone (Guthán):
057 – 8664000

Fax No. (Faics):
057 - 8622313

This application form, when completed should be returned to the Human Resources Section, Laois County Council, Áras an Chontae, Portlaoise, not later than:

Is cóir an fhoirm iarratais seo, arna comhlánu, a chur ar ais chuig an Roinn Acmhainní Daonna, Comhairle Chontae Laoise, Áras an Chontae, Port Laoise, tráth nach déanaí ná

12.00 noon on Thursday 2nd February 2012

Name in full (Block letters)
Ainm iomlán (bloclitreacha)

Postal address (Block letters)
Seoladh poist (bloclitreacha)
Notify any change at once
in writing

(Cuir aon athrú in iúl i scríbhinn gan mhoill)

Telephone No(s).
Uimhir(reacha)Teileafóin

Home:
Baile _____

Contact:
Teagmháil _____

Email Address
Seoladh Ríomhphoist _____

PPS/RSI No:
Uimhir PPS/RSI _____

Driving licence (for most positions this is not an essential requirement)
Ceadúnas Tiomána (ní ceanglas riachtanach é seo i gcuid mhór post)

Do you possess a full-unendorsed driving licence? Yes/ No
An bhfuil ceadúnas iomlán tiomána glan agat? Tá/ Níl _____

Do you require a work permit/working authorisation visa? Yes/ No
An bhfuil cead oibre/víosa údaraíthe oibre ag teastáil uait? Tá/ Níl _____

NB Copy of your 3rd Level Qualifications must be submitted with application form

Caithfear cóip de do cháilíochtaí tríú leibhéal a chur ar aghaidh leis an bhfoirm iarratais seo.

Other Qualifications (if any)

Cáilíochtaí Eile (más ann)

Degree, Diplomas etc., <i>Céim, Diplómaí &rl</i>	Grade obtained (e.g. Pass; 2.2; 2.1; 1; etc.) Please give results for <u>each</u> subject taken in final exam. <i>Grád a fuarthas (m.sh. Pas; 2.2; 2.1; 1; &rl)</i> <i>Cuir isteach torthaí gach ábhar a déanadh sa scrúdú deiridh</i>	University, College or Examining Authority. <i>Ollscoil, Coláiste nó Údarás Scrúdaithe</i>	Year in which Degree/Qualification was obtained. <i>Bliain a fuarthas an Chéim/Cháilíocht</i>

Training courses undertaken:

Cúrsaí Traenála a rinneadh

Name of Course <i>Teideal an Chúrsa</i>	Description of Course Content <i>Cur síos ar Ábhar an Chúrsa</i>	Date(s) <i>Dáta(í)</i>	Course Provider <i>Soláthróir an Chúrsa</i>

Membership of Professional Institutions:

Ballraíocht in Institiúidí Gairmiúla

Name of Professional Institution

Ainm na hInstitiúide Gairmiúil

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EMPLOYMENT RECORD

TAIFEAD FOSTAÍOCHTA

Give below, in date order (starting with your current employer), full particulars of all employment (and also any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for.

Liostaigh thíos, in ord dátaí (ag tosú le d'fhostóir reatha) sonraí iomlána gach fostaíocht (agus aon tréimhsí dífhostaíochta, chomh maith) ón dáta ar fhág tú scoil nó coláiste go dtí an lá inniu. Níor chóir aon tréimhse idir na dátaí sin a fhágáil ar lár.

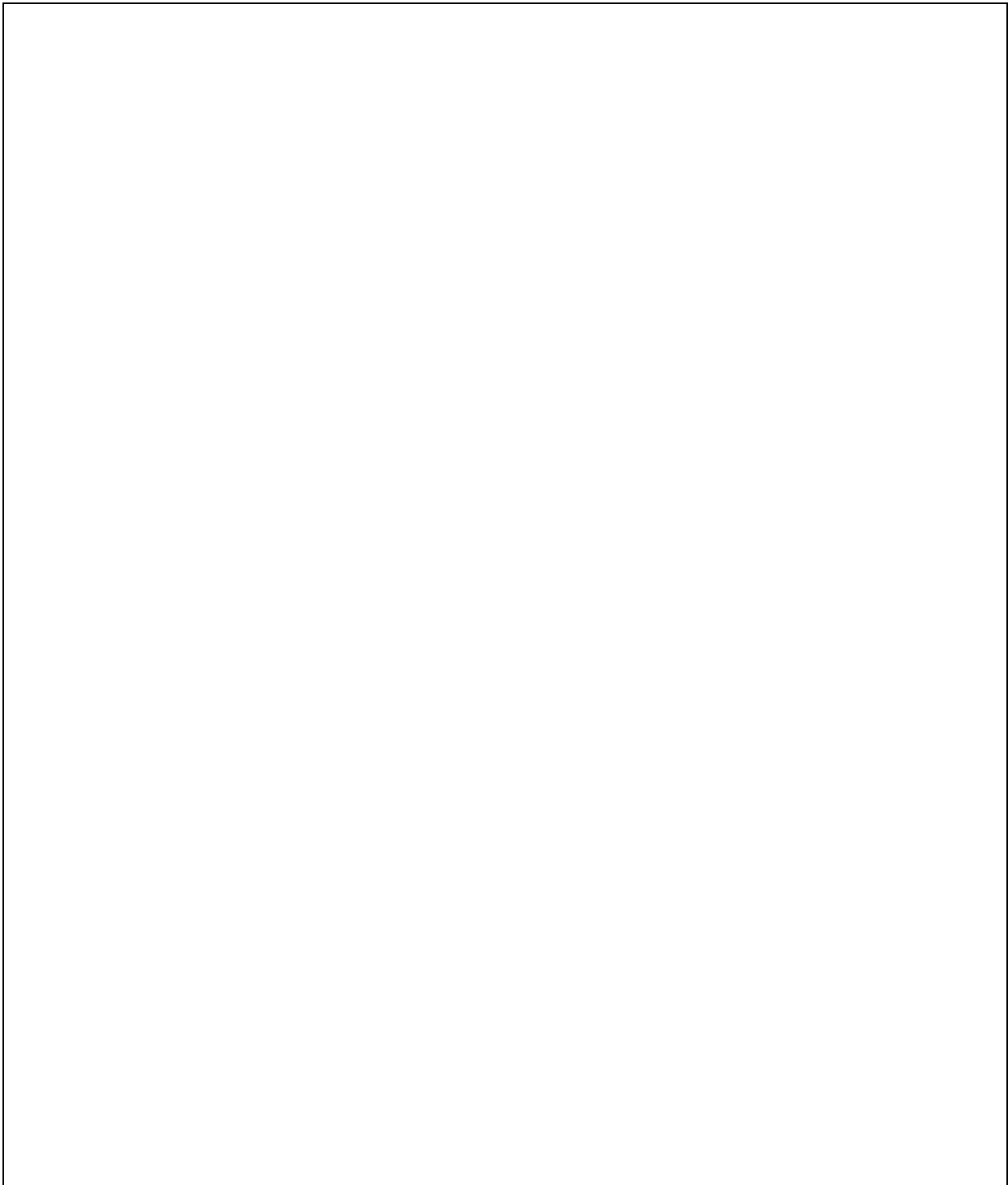
- **Remember you may be shortlisted based on the information you supply in the application form. Candidates are advised not to submit a Curriculum Vitae. Anything you write may be discussed in more depth, should you be called to interview**
- *Cuimhnigh, bunaithe ar an eolas a thugann tú ar an bhfoirm iarratais, go bhfeadfaí tú a chur ar ghearrliosta. Moltar d'iarratasóirí gan Curriculum Vitae a sheoladh isteach. Má ghlaointear ort chun agallaimh d'fhéadfaí rud ar bith a scríobhann tú a phlé níos mine.*

<i>Dates Dátaí</i>			<i>Title of post held, description of duties etc. Teideal an phoist, cur síos ar dhualgais &rl</i>	<i>Name and address of Employer Ainm agus Seoladh an Fhostóra</i>
<i>Period in months Tréimhse i míonna</i>	<i>From Ó</i>	<i>To Go</i>		

(Employment continued)

(Fostaíocht ar lean)

Dates			Title of post held, description of duties etc. <i>Teideal an phoist, cur síos ar dhualgais &rl</i>	Name and address of Employer <i>Ainm agus Seoladh an Fhostóra</i>
Period in months <i>Tréimhse i míonna</i>	From <i>Ó</i>	To <i>Go</i>		



Any additional information you wish to give in support of your application

Aon fhaisnéis bhreise is mian leat a thabhairt mar thaca le d'iarratas

REFEREES

Moltóirí

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. No approach will be made to either referee without your prior permission.

Tabhair thíos, le do thoil, ainm agus seoladh d'fhostóra reatha nó an fostóir is déanaí a bhí agat, nó duine freagrach, nach bhfuil gaolta leat, a mbeimid in ann dul i dteagmháil leis/léi i gcomhair litir thagartha. Ní rachfar i dteagmháil le haon mholtóir gan do cead uait roimh ré.

<p>Name: Ainm: _____</p> <p>Occupation: <i>Slí Bheatha</i></p> <p>Address: Seoladh _____ _____ _____</p> <p>Tel No: <i>Uimh. Teileafóin</i> _____</p>	<p>Name: Ainm: _____</p> <p>Occupation: <i>Slí Bheatha</i></p> <p>Address: Seoladh _____ _____ _____</p> <p>Tel No: <i>Uimh. Teileafóin</i> _____</p>
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Do you have any objection to Laois County Council contacting your past/or present employers?

An bhfuil tú sásta go rachadh Comhairle Chontae Laoise i dteagmháil le hiarfhostóirí nó fostóirí reatha de do chuid?

Yes/ No

Tá/Níl:

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

Dá gceapfaí tú, cad é an dáta is luaithe a bhféadfá dul i mbun dualgais?

Name the post, if any, you hold at present and state whether it is permanent or temporary?
Cén post (más ann) atá anois agat? An post páirtaimseartha nó lánaimseartha é? _____

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

Dearbhaímse leis so, a bhfuil m'ainm leis seo thíos, go bhfuil na sonraí go léir atá tugtha ar an bhfoirm seo fíor.

SIGNATURE OF APPLICANT *Síniú an Iarratasóra:*

DATE *Dáta:*

Laois County Council is an equal opportunities employer

Is Fostóir comhdheise é Comhairle Chontae Laoise

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.

Tá an fhaisnéis a sholáthraítear ar an bhfoirm seo á coinneáil ar thuiscint rúndachta faoi réir cheanglas an Achta um Shaoráil Faisnéise, 1997 nó aon cheanglas dlí eile.

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

NB: Má thugtar mífhaisnéis, nó má theiptear aon pointe fírice a bhaineann le d'iarratas a thabhairt, ní bheidh d'iarratas ná aon tairiscint poist mar thoradh air bailí.