**Westmeath County Council**



**Aras an Chontae, Mullingar, County Westmeath**

**Tel: (044) 93 32000**

**Web:** [**www.westmeathcoco.ie**](http://www.westmeathcoco.ie) **e-mail:** humanresources@westmeathcoco.ie

### Application for the post of:

### Records Manager and Data Protection (Combined) Officer

### 36 Month Fixed Term Contract

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 pm on Friday, 27th October 2017**

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| **SECTION A – PERSONAL DETAILS** |

|  |  |
| --- | --- |
| **Surname:** BLOCK CAPITALS | **Forename (s):** BLOCK CAPITALS |
| **Address for correspondence purposes:**  BLOCK CAPITALS | **Contact Details:** |
|  | **Home Telephone:** |
|  | **Work Telephone:** |
|  | **Moblie Tel Number:** |
| **Eircode:** | **E-mail Address:** |

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| **SECTION B – EDUCTION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:**

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| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications**\* |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

**Academic, Professional or Technical Qualifications (cont):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications\*** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications\*** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

**Training Courses Undertaken:**

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**membership of professional institutions:**

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| **SECTION C – EMPLOYMENT RECORD** |

*Please give below, in date order* ***(starting with your current employer)*** *full details of all employment between the date of leaving school or college and the present dates. Please do not leave any period between these dates unaccounted for.*

***If necessary, continue on a separate sheet, setting out the information in the same manner as below.***

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| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

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| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

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| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

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| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

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| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

**SECTION D – SUPPLEMENTARY INFORMATION**

Section D requires you to give an account of your experiences and how they relate to the required competencies for the post. Please note that candidates may be shortlisted on the basis of information supplied in their application form. Candidates must demonstrate their suitability for the post based on the ***Key Competencies*** identified in the ***Particulars of Office Document***.

**Please Note: *Delivering Results, Performance through People*** and ***Strategic Management and Change*** are examined on your application form ***and*** at interview. ***Personal Effectiveness*** will be examined at interview stage only

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| **Delivering Results:**  Please provide a **brief** summary of a situation which demonstrates your ability **TO EFFECTIVELY MANAGE RESOURCES IN ORDER TO ACHIEVE DEADLINES.**  You should ensure that the example you use clearly demonstrate your ability in this area. You may be short-listed based on the information you supply. Please limit your answer to 300 words |
| **Performance through People**  Please provide a **brief** summary of a situation which demonstrates your ability to ***COMMUNICATE EFFECTIVELY***  You should ensure that the example you use clearly demonstrate your ability in this area. You may be short-listed based on the information you supply. Please limit your answer to 300 words. |

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| **Strategic Management and Change**    Please provide a **brief** summary of a situation which demonstrates your ability to **EFFECTIVELY MANAGE THE INTRODUCTION OF CHANGE AND OVERCOME RESISTANCE IN OTHERS**  You should ensure that the example you use clearly demonstrate your ability in this area. You may be short-listed based on the information you supply. Please limit your answer to 300 words. |

***ACHEIVEMENT /SUPPORTING INFORMATION:***

Please outline briefly any particular achievments or supporting information you consider relevant to your application:

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| Are you at present employed by a local authority or any other public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) in the state? Yes / No | | | | | | |
|  | | If yes give (i) | Name of authority | |  | | |
|  | | (ii) | Details of service | |  | | |
| Are you in receipt of a superannuation allowance in respect of previous employment under a local authority or any other public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012)? Yes / No | | | | | | |
|  |  | If yes, give particulars of pension and date granted | | | |  | |
| Have you ever accepted voluntary redundancy/early retirement from a local authority or any other public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) by which you were employed? Yes / No | | | | | | |
|  |  | If yes, give details | |  | | | | |

**SPECIAL ARRANGEMENTS**

Applications from people with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made if necessary.

**Do you consider that you have a disability?YesNo**

If you consider that you have a disability please give details of any requirements for interview arrangements.

**Declaration**

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. I hereby authorise Westmeath County Council to seek any additional information they may require in connection with my application for the post.

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please provide the names of two responsible persons as referees to whom you are well known but *NOT* related. (If you are currently employed, one of the referees should be a present employer).

|  |  |
| --- | --- |
| REFEREE NO. 1 | REFEREE NO. 2 |
| NAME & ADDRESS | NAME & ADDRESS |
|  |  |
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**IMPORTANT CHECKLIST AND NOTES:**

* This application form should be submitted fully completed to the Human Resources Section, Westmeath County Council, Áras an Chontae, Mullingar not later than **4.00 p.m. on Friday, 27th October 2017.**
* Responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department of Westmeath County Council.

* You may also return this application form in Word format by email to *recruitment@westmeathcoco.ie* so as to arrive not later than the above closing date and time.
* Candidates who send their application by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. Allegations that any application form or letter relating to it has been lost or delayed in the post will not be considered by the Council unless a Post Office Certificate of Posting is produced in support of such allegations. Responsibility to make contact with An Post regarding any delays rests with the applicant.
* Before you return the form please ensure that you have completed all sections and that you have signed the declaration at the end of the form.
* 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.
* Please note that you may be asked to provide evidence of the National Framework of Qualifications level of your qualifications and copy certificates verifying qualifications and/or transcripts. The onus is on candidates to establish eligibility in this application form.
* Copies of certificates are required to be submitted with the application form.
* Applications may 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.
* Canvassing by or on behalf of the applicant will automatically disqualify.