****

|  |  |
| --- | --- |
| Application form**for the position of:** | Senior Library Assistant |

This application form, when completed, should be **emailed to** recruitment@limerick.ie so as to arrive not later than **Wednesday 4th June 2025.**

**1.** Forename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Postal Address (BLOCK LETTERS)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **GENERAL EDUCATION:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School or CollegeAttended | From | To | Examinations | Results |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS:-**

**\*(must be completed)\***

|  |  |
| --- | --- |
| **Full Title of Degree(s) and Qual(s) held** |  |
| **Level of Qualification in the National Framework of Qualifications** |  |
| **Type & Grade of Honours (1st or 2nd Class, Gr. I or II)** |  |
| **University, College or Examining Authority** |  |
| **Year Degree / Qual. Obtained** |  |
| **Subject(s) in final Exam** |  |

1. **EMPLOYMENT RECORD:-**

Give below, in date order, full particulars of all employment (including also any periods of unemployment) starting with your current position to the date of leaving school or college. No period between these dates should be left unaccounted. If it is necessary to continue on a separate sheet, please set out the information in the same manner as below. **Candidates may be shortlisted for interview on the basis of information supplied on their applications.**

 **\*(must be completed)\***

|  |  |  |  |
| --- | --- | --- | --- |
| FROM | **TO** | **Name & Address of Employer** |  |
| **Job Title** |  |
|  |  | **Description of duties/responsibilities:** |
| Reason for Leaving |  |
| FROM | **TO** | **Name & Address of Employer** |  |
| **Job Title** |  |
|  |  | **Description of duties/responsibilities:** |
| Reason for leaving |  |
| FROM | **TO** | **Name & Address of Employer** |  |
| **Job Title** |  |
|  |  | **Description of duties/responsibilities:** |
| Reason for leaving |  |

1. **RELEVANT EXPERIENCE:-**

Candidates will be assessed at interview under the following competencies:

|  |
| --- |
| **Delivering Results (200 Marks)**In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given. (Minimum 200 words – maximum 400 words) |
|  |
| **Personal Performance and Team Work (200 Marks)**In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given. (Minimum 200 words – maximum 400 words) |
|  |
| **Purpose and Change (200 marks)**In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given. (Minimum 200 words – maximum 400 words) |
|  |
| **Personal Effectiveness (200 Marks)**In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given. (Minimum 200 words – maximum 400 words) |
|  |

1. Having regard to the requirements set out in the Briefing Document, please indicate below any particular skills and experience you have acquired which the Interview Board should be aware of. Please support your answer by examples from your work experience to date.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. Give particulars of your knowledge of the Irish Language.

Oral\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Written \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If offered appointment when could you take up duty? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11.**

|  |  |
| --- | --- |
| **Nationality:** |  |
| **Work Permit****(Please refer to Citizenship Section in the Candidate Information Booklet before answering this question)** | **Do you require a Work Permit to work in Ireland?** **If Yes, please submit a copy of same.** |

**12.** 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 your most recent employer):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Occupation:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Occupation:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Address:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Address:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **E-mail:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **E-mail:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contact No:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Contact No:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**13.** Do you hold a current clean full Class B driving licence? **YES 󠄹 NO 󠄹**

**14.** Do you have at least 2 years satisfactory experience of Library work?

**YES NO**

**15. 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? YES |  |  NO |  |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**16.** The Council specifies the method of application in each job advertisement. Applications may be accepted in a variety of formats once accessible using standard office applications. Typical methods include predominantly via email; delivery in person to the Human Resources Department, or through the post. Applications sent by post must be posted in sufficient time to ensure delivery by the specified closing date for receipt of completed applications. **Late applications in any format shall not be accepted.** Receipt of applications will be acknowledged by the Council.

17. 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.

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

## Usual Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_