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| **Application for the Post of**  **Librarian** |

**Before you complete your application– please read and understand the following:**

* The closing date and time for receipt of completed applications is **4.00 pm on Thursday 27th March 2025**
* **Applications submitted after the closing date and time will** not **be accepted.**
* It is the responsibility of the applicant to ensure:
  + they establish their eligibility for the completion in the official Application Form
  + they complete their application fully, clearly and accurately
  + they submit their application to Roscommon County Council on time
* Applications must be made on the official Application Form - do not attach or include your CV
* Applications must be saved as a PDF document and submitted by **email** to [recruit@roscommoncoco.ie](mailto:recruit@roscommoncoco.ie)
* **Applications submitted by Post, by hand or by fax will** not **be accepted.**
* All applications received will be acknowledged by return email.
* To complete your Application:
  + Complete all sections of the official Application Form fully and include all relevant, detailed and accurate information.
  + Sign the declaration at the end of the Form.
  + Attach copies of your education certificates and driving licence.
  + Do not attach or include your CV – your CV will not be accepted as an application or as part of your application.
  + Save the completed Form with education certificates and driving licence as one PDF document.
  + Save the completed application with the following naming structure:

“**Librarian – [Your Name]**” *(e.g.* ***Librarian-Joe Bloggs****)*

Roscommon County Council reserves the right to shortlist applications on the basis of the information provided in the application form. It is very important that your application is neat, accurate and well-presented and that you provide relevant and comprehensive information that accurately reflects your experience, skills, competencies and ability to take on the duties of the post.

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The interview may be online.

Correspondence throughout this recruitment campaign will be primarily via email – please ensure you state your email address correctly on your Application Form.

***Canvassing by or on behalf of the applicant will automatically lead to disqualification.***

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

** APPLICATION FOR THE POSITION OF**

**Librarian**

**The completed form along with the supporting documentation must be saved as a PDF document and submitted by email to** [**recruit@roscommoncoco.ie**](mailto:recruit@roscommoncoco.ie) **on or before 4:00pm on Thursday 27th March 2025**

**Name in Full (Block Letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postal Address (Block Letters)** *(****Notify at once, in writing, any change of address****)*: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Eircode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PPS No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you the holder of a full unendorsed Driving Licence: Yes No Licence No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Please submit photocopy)***

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **AM** | | **A1** | **A2** | **A** | **B** | | **BE** | **W** | | **C** | **CE** | **CI** | | **C1E** | **D** | | **DE** | **D1** | **D1E** |   **Categories of Licence held:**  ***(Please circle as appropriate)*** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **AM** | | **A1** | **A2** | **A** | **B** | | **BE** | **W** | | **C** | **CE** | **CI** | | **C1E** | **D** | | **DE** | **D1** | **D1E** | |

**Have you any disability which you consider Roscommon County Council should be made aware of?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you require any special facilities/arrangements for the interview? Yes No**

**(e.g. wheelchair access).**

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**­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name the post you hold at present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**References: List the names of two responsible persons to whom you are known but not related.**

**At least one referee must be from a current / previous employment: -**

**1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **EDUCATION, QUALIFICATIONS & TRAINING**

**GENERAL EDUCATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken** | **Subject** | **Results** |
| **From** | **To** |
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**Academic, Professional or Technical Qualifications: *(Please submit photocopies of certificates)***

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

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

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

**Training Courses Undertaken:**

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| --- | --- | --- |
| **Course Title(s)** | **Year** | **Duration** |
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**membership of professional institutions:**

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**N.B.: *Please note that Original certificate(s) may be sought in due course from successful applicants.***

### **EMPLOYMENT RECORD**

**BRIEF SUMMARY OF EXPERIENCE:**

**(starting with your current/most recent role):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | | **Employer** | **TITLE & GRADE OF POST**  ***Please indicate whether post is Permanent/Temporary/Acting and Full Time or Part Time*** | **Reason for Leaving this Post** |
| **Period in Months** | **From** | **To** |
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**PREVIOUS EMPLOYMENT RECORD:**

**(starting with your current/most recent role)**

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

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

**Previous Employment Record contd…**

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

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

**Previous Employment Record contd…**

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

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

*Additional sheets may be included as required, with the information set out in the same manner as above*

### **DETAILS OF RELEVANT EXPERIENCE**

# For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of this role.

# Please refer to the ‘Key Competencies’ section in the Candidate Information Booklet for further information on the competencies for this role.

**Management and Change (Max. 300 words):**

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**Delivering Results (Max. 300 words):**

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**Performance Management and Communicating Effectively (Max. 300 words):**

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**Personal Effectiveness (Max. 300 words):**

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**Personal Statement:**

Please include below a brief personal statement (i.e. no longer than 500 words) outlining why you wish to be considered for this post and where you feel your skills and experience meet the requirements of the position as Librarian in Roscommon County Council:

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**References:**

**List the names of two responsible persons to whom you are known but not related. At least one referee must be from a current / previous employment:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
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|  |  |  |  |
|  |  |  |  |
| **Occupation** |  | **Occupation** |  |
| **Email** |  | **Email** |  |

**PERIOD OF NOTICE: How soon after an offer of employment could you take up duty? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Before signing this form, please ensure that you have replied fully to all questions. You should 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 put themselves to unnecessary expense.

**Candidates may be shortlisted on the basis of the information provided on this application form.**

**The latest date for receipt of completed application forms is: 4.00pm on Thursday, 27th March 2025**

The completed application form must be saved as a PDF document and submitted by email to [recruit@roscommoncoco.ie](mailto:recruit@roscommoncoco.ie) using the following naming structure: “Librarian – (Your name)” (e.g. Librarian - Joe Bloggs)

**I, the undersigned, HEREBY DECLARE all the foregoing particulars to be true and give my permission for any enquiries to be made to establish such matters as age, qualifications, experience, character and for the release by other people, agencies, Garda/Police authorities or organisations of such information as may be deemed necessary by Roscommon County Council for that purpose. This may include enquiries from past/present employers and the submission of the application is taken as consent to this.**

# **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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###### ROSCOMMON COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

***CANVASSING BY OR ON BEHALF OF THE APPLICANT WILL DISQUALIFY***