



**Comhairle Contae Mhuineacháin  
Monaghan County Council  
Tel (047) 73702/73703 Fax (047) 82739**

**Application for the Post of:**

**Librarian**

**Closing date and time - 4.00pm on Friday 2<sup>nd</sup> September 2022**

**FIRST NAME** *(Block Capitals)*

**SURNAME** *(Block Capitals)*

**ADDRESS** *(for correspondence)*

**\*\**(notify immediately, in writing,  
any change of address)***

**EMAIL ADDRESS**

**TELEPHONE NO'S** *(Home)*  
*(Mobile)*

*(Work)*

**REFEREES**

Please give below the name and address of two responsible persons, as Referees, to whom you are well known but not related, whom we can contact for a reference. If you are or have been in employment one of the Referees should be an existing or former employer.

**Name** \_\_\_\_\_  
**Position held** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Tel No.** \_\_\_\_\_  
**Email address** \_\_\_\_\_

**Name** \_\_\_\_\_  
**Position held** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Tel No.** \_\_\_\_\_  
**Email address** \_\_\_\_\_

*Please tick box if existing or former employer*

*Please tick box if existing or former employer*

**Do you have any objection to Monaghan County Council contacting your past/or present employers?**

**YES**

**NO**

I hereby confirm that my referees have explicitly agreed in writing to act as such and fully understand that their Personal Data will be processed by Monaghan County Council for the purpose of obtaining and recording your reference, please tick box to confirm

For further information regarding how we handle personal data, please see our Privacy Notice at [www.monaghan.ie](http://www.monaghan.ie)

**PARTICULARS OF EDUCATION**

*Any offer of employment is subject to verification of educational qualifications, proof of identification etc., Any deliberate misrepresentation or omission could result in the withdrawal of any offer of employment (if successful), or in dismissal, should employment have commenced.*

**(a) GENERAL EDUCATION**

School or College Attended	Period From To	Examinations Taken (with dates)	Results (Pass or Honours)

**(b) ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATION (If any)**

Degree or other qualification held	University/College or Examining Authority	Level of Degree e.g. L8/L7	Date of Qualification	Grade obtained	Subjects taken in final exam

**Membership of Professional Institutions** \_\_\_\_\_

**PARTICULARS OF PRESENT OR MOST RECENT EMPLOYMENT**

<b>Employer</b>	_____	<b>Position Title</b>	_____
<b>Address</b>	_____	<b>Permanent/Temporary</b>	_____
	_____	<b>Date of Permanent</b>	_____
	_____	<b>Appointment</b>	_____

**CAREER HISTORY**

*(Please state, in order from present day to first, positions held since leaving school. It is important to give full details. In the event that you wish to provide information on more than 7 posts you can submit this information on an additional sheet.)*

1

Employer Name & Address	Nature of Business	Dates (from – to)	Grade/Position Held	Reasons for leaving

**Description of Main Duties & Responsibilities**

2

Employer Name & Address	Nature of Business	Dates (from – to)	Grade/Position Held	Reasons for leaving

**Description of Main Duties & Responsibilities**

<b>3</b>	<b>Employer Name &amp; Address</b>	<b>Nature of Business</b>	<b>Dates (from – to)</b>	<b>Grade/Position Held</b>	<b>Reasons for leaving</b>

**Description of Main Duties & Responsibilities**

<b>4</b>	<b>Employer Name &amp; Address</b>	<b>Nature of Business</b>	<b>Dates (from – to)</b>	<b>Grade/Position Held</b>	<b>Reasons for leaving</b>

**Description of Main Duties & Responsibilities**

<b>5</b>	<b>Employer Name &amp; Address</b>	<b>Nature of Business</b>	<b>Dates (from – to)</b>	<b>Grade/Position Held</b>	<b>Reasons for leaving</b>

**Description of Main Duties & Responsibilities**

6

Employer Name & Address	Nature of Business	Dates (from – to)	Grade/Position Held	Reasons for leaving

**Description of Main Duties & Responsibilities**

7

Employer Name & Address	Nature of Business	Dates (from – to)	Grade/Position Held	Reasons for leaving

**Description of Main Duties & Responsibilities**

## Supplementary Questions Section for the post of Librarian

In each of the competency areas below briefly detail one example which you feel best demonstrates your capacity in the competency area described. You may use the same example across more than one competency area should you so wish. Your examples should show clearly how you have demonstrated the particular competency. You should be mindful that the scale and scope of the examples given demonstrate the competency in question and are appropriate to a post at Librarian level.

Please refer to the “Competency Framework and Requirements” Information Sheet in the Candidate Information Booklet for further information on the competencies for this role. You should have regard to the “Essential Requirements” heading section of the Information Sheet in choosing your examples. Please support your answer by examples from your work experience to date.

**NB: Example should not exceed 500 words under each heading.**

### Management and Change:

**Answer:**

**Delivering Results:**

**Answer:**

**Performance Management and Communicating Effectively:**

**Answer:**

**Personal Effectiveness:**

**Answer:**

**Additional Information**

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

**Answer:**

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



**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, that would require us to make any special arrangements for you at interview stage? YES  NO

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

Have you availed of the terms of the Incentivised Scheme for Early Retirement (ISER) YES  NO

Have you availed of the terms of the Local Government Voluntary Early Retirement Scheme (VER) YES  NO

Have you availed of the terms of the Local Government Voluntary Redundancy Scheme 2013 (VRS) YES  NO

Are you in receipt of a superannuation allowance in respect of an office under a Local Authority, Health Board, VEC or a Harbour Authority? YES  NO

**DRIVING LICENCE:**  
Do you possess a full-unendorsed driving licence? YES  NO

Licence No. \_\_\_\_\_

**Categories of Licence held:**  
(Please circle as appropriate)

AM	A1	A2	A	B
BE	W	C	CE	CI
C1E	D	DE	D1	D1E

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 short-listed on the basis of information given in this application form.

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 qualifications, experience, character and for the release by other people, agencies, Garda/Police authorities or organisations of such information as may be necessary to Monaghan 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.

MISREPRESENTATION OF, OR FAILURE TO DECLARE ANY MATERIAL FACT WILL INVALIDATE YOUR APPLICATION AND ANY JOB OFFER MADE AS A RESULT OF SAME. CANVASSING BY OR ON BEHALF OF THE APPLICANT WILL DISQUALIFY.

I am of good character  (Please tick box)

Usual Signature \_\_\_\_\_ Date \_\_\_\_\_

**MONAGHAN COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

*The information supplied in this form is held on the understanding of confidence subject to the requirements of the Freedom of Information Act 2014 or other legal requirements.*

Completed application forms must be submitted via the following online submission link <https://documents.monaghancoco.ie/Forms/SubmitJobApplication> or on our website [www.monaghan.ie](http://www.monaghan.ie) under the heading “current vacancies”

The latest date for the receipt of completed Application Forms is  
**4.00 p.m. on Friday 2<sup>nd</sup> September 2022**

Applications received after the closing date and time specified in the advertisement relating to this position will not be accepted.

Note: All Applications must be typed and the form completed in full. Handwritten submissions will not be accepted.

**If you are not a Citizen of a Member State of the European Economic Area (EEA), please complete this form. The European Economic Area (EEA) comprises of Member States of the European Union and Norway, Iceland and Liechtenstein.**

As an Employer, we require the following information as we are legally obliged to establish if you require a work permit in order to take up employment with Monaghan County Council. This information is required to process your application and will not be made available to Members of an Interview Board.

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

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

**Position Applied for:** \_\_\_\_\_

1. Are you Married to an Irish National? Yes  No
2. Are you Married to a Citizen of a Member State of EEA? Yes  No
3. If YES, is your spouse employed or self-employed in the State? Yes  No
4. Are you the Son, Daughter, or Dependent of a Citizen of a Member State of EEA and are you under the age of 21 years? Yes  No
5. If YES, is your Parent employed or self-employed in the State? Yes  No
6. Are you the Parent of an Irish born child? Yes  No
7. Are you an Asylum Seeker? Yes  No
8. If YES, are you in receipt of an AS Card issued by the Department of Equality and Law Reform? Yes  No
9. Are you a Refugee? Yes  No
10. If YES, have you been granted refugee status by the Minister for Justice, Equality and Law Reform? Yes  No

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

## **Data Protection Notice pursuant to the Data Protection Acts 1988-2018 (as amended) and the General Data Protection Regulation (GDPR)**

### **Human Resource Management – (Recruitment and Selection)**

The purpose of this notification is to set out some information regarding the collection and processing of your personal information by Monaghan County Council (the 'Council'). During the course of its activities the Council collects, stores and processes the personal data of its candidates in order to provide the most effective and targeted range of services to the citizens, communities and businesses of County Monaghan. The Council is the data controller in respect of this data.

For full details of the collection, processing and sharing of your personal data by the Council and your rights in this regard, please see our Privacy Notice which is available at [Privacy Notice](#).

#### **What type of personal data is collected and processed?**

The types of personal data that we collect, and process includes

- your name, address and contact details, including email address and telephone numbers (Work, Home and Mobile)
- details of your qualifications, skills, training, work experience, professional memberships and previous employment history, periods of employment and reason for leaving, information to demonstrate you are suitable for the position advertised
- whether you are of good character;
- information about your entitlement to work in the Republic of Ireland
- your comments relating to your suitability for the role and your personal interests.

#### **The following special category personal data is collected**

- Medical reports,
- whether or not you have a disability for which the Council may need to make reasonable adjustments during the recruitment process;

Where an applicant is successful at interview and offered employment, further personal information may be required/recorded e.g.;

- References (Previous employment and character references)
- Birth Certificate
- PPSN
- Bank Details
- Drivers Licence and category of licence
- Car Registration and Insurance details
- Service details from previous public sector employers if applicable
- Documentary evidence for proof of identity and address
- Details of availing of any Early Retirement schemes
- Superannuation details
- Safe Pass
- Particulars of declarable interests
- Your photograph for the corporate Intranet
- Details of your next of Kin – Contact person in case of emergency.
- Nationality

Monaghan County Council also asks you to provide the contact details of two referees, whom we will contact after the interview, if you are successful at interview and offered employment to obtain references for you. We assume that you have obtained their written consent to act as such and fully understand that their Personal Data will be processed by us for the purpose of obtaining and recording your reference.

The Council collects this information by asking you to complete and submit a job application form via post.

### **Why does the Council collect this personal data?**

The council collects this information in order to manage and administer the relationship between you and us for the purpose of assessing and processing your Job application

Creating a candidate profile for you if you are a prospective employee

We require your contact details in order to communicate effectively with you as part of this relationship with you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

### **Lawfulness of processing**

We process this personal data

in the exercise of official authority vested in the Council as the Controller by virtue of its statutory functions set out under Article 6 (1) (e) of the General Data Protection Regulations (GDPR) and by virtue of our statutory functions set out under the following legislation:

- Employment Law
- Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures
- Health and Safety Legislation
- Superannuation Legislation
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Children First Act, 2015
- National Guidance for the Protection and Welfare of Children 2017
- Disability Act 2005
- Local Government Act 2001 (As amended)
- and Article 6 (1) GDPR

### **We process your Special category Personal Data**

Where necessary and proportional for the performance of the statutory function conferred on us under the Disability Act 2005, Employment Law and to protect your vital interests and those of another person

### **What information about you is obtained from others?**

Where an applicant is successful at interview and offered employment, further personal information may be obtained from others

- Former employers to obtain references for you
- Medical Practitioners
- An Garda Síochána (Garda Vetting Process)
- Other Government agencies, where required to so do by law

### **Who does the Council share your information with?**

The Council may, to fulfil its statutory functions and regulatory obligations or in the public interest share your personal data with the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and/or interview board.

If following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personal File and may be used for deciding the post to which you are assigned.

Where an applicant is successful at interview and offered employment, further personal information may be required/recorded e.g.;

- Former employers to obtain references for you
- Medical Practitioners
- An Garda Síochána (Garda Vetting Process)
- Other Government agencies, where required to so do by law

**What will happen if the personal data requested is not provided?**

If the application form is not completed in full and all the requested information provided, the council will not be able to process this application.

**For full details of the collection, processing and sharing of your personal data and your rights in this regard, please see the Council's full Privacy Notice at: <https://monaghan.ie/privacy-notice/>**

For further details of the collection, processing and sharing of your personal data relevant to this application form please see <https://monaghan.ie/humanresources/recruitment-and-selection-process/>