



**Comhairle Contae Thiobraid Árann**  
**Tipperary County Council**

*Candidate Application Form for the position of*

***Sports Development Officer***

***PLEASE READ & COMPLETE CAREFULLY***

*Competition Reference: RT/663*

*Candidate Name: \_\_\_\_\_.*

*Tipperary County Council is an Equal Opportunities Employer*

PLEASE NOTE: Only typed applications will be accepted.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 P.M. on 8<sup>th</sup> June, 2023.**

Completed applications (4 copies in hard copy only) to be sent to HR Section, Tipperary County Council, Civic Offices, Emmett Street, Clonmel, Co. Tipperary E91 N512. Tel: 0818 06 5000

*Please refer to the Information Booklet relating to this competition for further details and requirements*





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Tipperary County Council

**IMPORTANT CHECKLIST**

**Please check the following points before submitting your application:**

- All application forms must be received, fully completed, typed and inclusive of all the requested documentation by 4.00p.m. Thursday 8<sup>th</sup> June, 2023 and sent to HR Section, Tipperary County Council, Civic Offices, Emmett Street, Clonmel, Co. Tipperary E91 N12. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- All information must be provided on the formal application form only. Additional information via Curriculum Vitae **will not** be considered.
- Ensure that you have answered all questions fully.
- A **TYPED** application form along with a copy of relevant educational qualifications & driving licence, i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- Applications must be submitted in hard copy (4 copies) providing all required information
- **Applications will be short-listed on the basis of the information provided on the application form.**
- Please notify the Human Resources Department of any change of address.
- Please notify the Human Resources Department of any special requirements you may need.



**Comhairle Contae Thiobraid Árann**  
**Tipperary County Council**

**APPLICATION FOR THE POST OF**  
**TSP Sports Development Officer (12 month contract)**

Applications are invited from suitably qualified persons to form panels for the above position.

**Please indicate if you are currently serving in a local authority or regional assembly**

|  |
|--|
| Are you currently serving in a local authority or regional assembly?<br><b>Yes</b> <input type="checkbox"/> If "yes" please state the name of the body _____<br><b>No</b> <input type="checkbox"/> |
|--|

This application form, when completed, should be sent to the HR Section, Tipperary County Council, Civic Offices, Emmett Street, Clonmel, Co. Tipperary E91 N512 to arrive not later than **4 pm on Thursday 8<sup>th</sup> June, 2023. Hard copy applications only, 4 copies required.**

FORENAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT TELEPHONE NUMBER: \_\_\_\_\_

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

Do you require any special facilities/arrangements for interview? *(If yes, please specify)*

**GENERAL EDUCATION:**

| Dates |    | School Attended | Examinations Taken | Results Obtained |
|-------|----|-----------------|--------------------|------------------|
| From  | To |                 |                    |                  |
|       |    |                 |                    |                  |

**ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS (if any):**

| Dates |    | College/University Attended | Full Title of Degrees, Qualifications, held | Date Qualification Was Awarded | Subjects in Final Exams |
|-------|----|-----------------------------|---|--------------------------------|-------------------------|
| From  | To |                             |   |                                |                         |
|       |    |                             |   |                                |                         |

**EMPLOYMENT HISTORY:**

In sequence starting with your current or most recent job. Additional sheets, in this format, may be used, if required. It is not sufficient to refer to another application. **Please note that applicants will be shortlisted for interview on the basis of information supplied on their applications.**

|  |  |                   |  |
|--|--|-------------------|--|
| <b>Name &amp; Address Of Employer</b>                      |  |                   |  |
| <b>Business</b>  |  | <b>Start Date</b> |  |
| <b>Position</b>  |  | <b>Salary</b>     |  |
| <b>Description of Present duties and responsibilities:</b> |  |                   |  |
|  |  |                   |  |

|  |
|--|
|  |
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**PREVIOUS POSITIONS:**

List all experience in reverse chronological order, i.e., the most recent experience first

| <b>Name &amp; Address<br/>Of Employer</b>          |  |                   |  |                 |  |
|--|--|-------------------|--|-----------------|--|
| <b>Business</b>                                    |  | <b>Start Date</b> |  | <b>End Date</b> |  |
| <b>Position</b>                                    |  | <b>Salary</b>     |  |                 |  |
| <b>Description of duties and responsibilities:</b> |  |                   |  |                 |  |
|  |  |                   |  |                 |  |

|                           |  |
|---------------------------|--|
| <b>Name &amp; Address</b> |  |
|---------------------------|--|

|  |  |                   |  |                 |  |
|--|--|-------------------|--|-----------------|--|
| <b>Of Employer</b>                                 |  |                   |  |                 |  |
| <b>Business</b>                                    |  | <b>Start Date</b> |  | <b>End Date</b> |  |
| <b>Position</b>                                    |  | <b>Salary</b>     |  |                 |  |
| <b>Description of duties and responsibilities:</b> |  |                   |  |                 |  |
|  |  |                   |  |                 |  |

|  |  |                   |  |                 |  |
|--|--|-------------------|--|-----------------|--|
| <b>Name &amp; Address<br/>Of Employer</b>          |  |                   |  |                 |  |
| <b>Business</b>                                    |  | <b>Start Date</b> |  | <b>End Date</b> |  |
| <b>Position</b>                                    |  | <b>Salary</b>     |  |                 |  |
| <b>Description of duties and responsibilities:</b> |  |                   |  |                 |  |
|  |  |                   |  |                 |  |

**RELEVANT EXPERIENCE - RANGE AND DEPTH:**

**In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas set-out hereunder. A summary definition of each of skill area is provided for your information.**

**Shortlisting may apply based on the information supplied on application forms and the requirements of the position.**

**Candidates called for interview will be assessed on the following competencies:**

**1. Delivering Results**

- Identify problems and contribute to solutions
- Ability to plan and organise workloads in order to meet deadlines
- Demonstrate ability to deliver quality work and customer services.

In the space below, please give an example of a situation where you best demonstrated your ability in this area (maximum 300 words).

**2. Performance Through People**

- Engage with staff and work as a team;
- Build and maintain positive working relationships;
- Resolve conflict situations;
- Demonstrate ability to lead by example and show initiative.
- Excellent interpersonal, verbal and written communication skills.

In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words).



**3. Personal Effectiveness and Dealing with Change**

- Persuade and influence others;
- Demonstrate ability to be flexible and open to change;
- Understand the need for ongoing change;
- Demonstrate ability to adapt to new challenges;
- Commit to public service values;

In the space below, please give an example of a situation where you demonstrated your ability in this area (maximum 300 words).

**Please indicate any particular experience and/or achievements you hold which you consider relevant to your application for this position (maximum 300 words).**

**REFERENCES:**

Please name two responsible persons, as referees, to whom you are well known but not related (at least one of the referees should be an existing or former employer). Tipperary County Council will assume permission to contact referees unless the applicant has stated otherwise.

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

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

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

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

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

If successful, what period of notice are you required to give in your present employment: \_\_\_\_\_

**IMPORTANT NOTES**

- You should ensure that you have completed the application form in full. Please include all of the requested documentation and ensure that your application reaches the Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N512 no later than **4.00pm, on Thursday, 8<sup>th</sup> June, 2023.** All incomplete applications will be returned as invalid after the closing date and will not be included in the competition.
- 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.
- Applications will 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.
- Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.
- The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 2014 or other legal requirements.

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.

Failure to sign application will render it invalid.

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

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