**Westmeath County Council**



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

**Tel: (044) 93 32000**

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

**Application for the Post of:**

**Arts Service Co-Ordinator**

**3 Years Fixed Term Contract (Part-Time)**

CLOSING DATE FOR RECEIPT OF APPLICATIONS:

**Wednesday, 7th June 2023 @ 4pm**

**IMPORTANT CHECKLIST AND NOTES:**

* You may return this application form in **PDF format** by email only, with subject “**Arts Service Co-Ordinator – your name”** by email to [recruitment@westmeathcoco.ie](mailto:recruitment@westmeathcoco.ie) so as to arrive not later than Wednesday, 7th June 2023 @ 4pm.

* 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.
* 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 candidates should provide evidence of the National Framework of Qualifications level of your qualifications and include 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 as **one complete PDF Document**, attached images will not be accepted.
* 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.
* All competition correspondence will issue to candidates via email. Please ensure that the email address supplied is one which you access on a regular basis
* Canvassing by or on behalf of the applicant will automatically disqualify.

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|  | **Westmeath County Council** |
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**APPLICATION FOR THE POST OF:**

**Arts Service Co-Ordinator**

**3 Years Fixed Term Contract (Part Time)**

**Closing Date for receipt of applications: Monday, 5th June 2023 @ 4pm**

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| **SECTION A – PERSONAL DETAILS** |

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

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

**GENERAL EDUCATION:**

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| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
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| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING (CONT):** |

**Academic, Professional or Technical Qualifications:**

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

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

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| **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 particulars of all employment, including any periods of unemployment, between the date of leaving school or college and the present date. 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):** |  |
| **Permanent, Temporary or Acting:** |  | | **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):** |  |
| **Permanent, Temporary or Acting:** |  | | **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):** |  |
| **Permanent, Temporary or Acting:** |  | | **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):** |  |
| **Permanent, Temporary or Acting:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

**SECTION D – SUPPLEMENTARY INFORMATION**

In each of the competency areas below briefly detail one example which you feel best demonstrates your capacity in the competency area described. Your example should show clearly how you have demonstrated the particular competency. You should be mindful that the scale and scope of the example given demonstrates the competency in question and is appropriate to a post at Grade V Level

i. Please provide a **brief** summary (no more than 300 words) of particular experience or aspects of your career which demonstrates your ability in **DELIVERING RESULTS**

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1. Please provide a **brief** summary (no more than 300 words) of particular experience or aspects of your career which demonstrates your ability in **PERFORMANCE THROUGH PEOPLE**

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1. Please provide a **brief** summary (no more than 300 words) of particular experience or aspects of your career which demonstrates your **PERSONAL EFFECTIVENESS**

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**SECTION D– SUPPLEMENTARY INFORMATION**

***ACHIEVEMENTS/SUPPORTING INFORMATION:***

Please outline briefly any particular achievements or supporting information you consider relevant to your application.

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**SECTION E –ADDITIONAL INFORMATION**

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***

***Are you registered with any organisation for the disabled? Yes No***

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

Are youeligible to work in Ireland / EU / EEA? **YesNo**

**REFEREES**

Please give below the name and address of your present or most recent employer, or a responsible person, to whom you are not related, whom we can contact for a reference. No approach will be made to either referee without your prior permission.

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| **REFEREE NO. 1** | **REFEREE NO. 2** |
| **NAME & ADDRESS** | **NAME & ADDRESS** |
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| **OCCUPATION:** | **OCCUPATION:** |
| **CONTACT NO:** | **CONTACT NO:** |
| **E-MAIL:** | **E-MAIL:** |

***Do you have any objection to Westmeath County Council contacting your past/or present employers? Yes No***

***If appointed, what is the earliest date you can take up duty?***

**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.

Failure to sign application will render it invalid. Where an application is submitted by e-mail, candidates shortlisted for interview will be requested to sign a Declaration Form.

***I, THE UNDERSIGNED, HEREBY DECLARE, ALL THE FOREGOING PARTICULARS TO BE TRUE***

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

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

Westmeath 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 1997 or other legal requirements.

NB: MISREPRESENTATION OF, OR FAILURE TO DECLARE, ANY MATERIAL FACT WILL INVALIDATE YOUR APPLICATION AND ANY JOB OFFER MADE AS A RESULT OF SAME.