



## ***Guidance Notes for the completion of Dublin City Council Application Form***

Before submitting your application please ensure the following:

- You have completed and attached Part 1 and Part 2 of the application form (from here on referred to as the application form);
- Your attachments are saved in PDF\* format;
- You are submitting your application form to the correct and relevant email address for the competition that you are applying for.

Please note that on receipt of your application form you will receive a verification receipt via an automated response. It is the applicant's responsibility to ensure that all relevant and required information is included in their application email. Incomplete applications may not be considered as valid applications.

\*Adobe PDF converter is available with MS Office 2007 and 2010. There is a free piece of software called CutePDF Writer (<http://cutepdf.com/>) which will also convert files to PDF.

### **GENERAL INFORMATION**

All applications will be assessed on the information contained in their official application. Therefore, it is important that it is completed as fully and as comprehensively as possible. If required, extra space may be added to the forms. **Additional material or CVs will not be accepted.**

The official application form is available on our website [www.dublincity.ie](http://www.dublincity.ie). Forms are available on Dubnet under HR Info/ Recruitment/ DCC Competitions and Application Forms for internal candidates. These documents are available in Large Print, High Contrast Print and Braille on request.

**All records relating to the competition will be held on file for one year from the date on which the relevant panel is formed. After that time all records will be securely disposed of by Dublin City Council.**

If shortlisting takes place only information contained in a candidate's application form will be considered. It is essential to read the competition information booklet very carefully, your application must give clear evidence of relevant knowledge, skills, education and experience for the role advertised.

External candidates successful at interview will be required to undergo a pre-employment medical and submit two references with one being from their most recent employer.

Dublin City Council is an Equal Opportunities Employer and welcomes applications from all the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of racial origin, gender, civil status, family status, age, disability, religious beliefs, sexual orientation or membership of the travelling community.

## **NOTES ON COMPLETING PART 1 :**

The information provided by an applicant in PART 1 will not be seen either by the interview board or the shortlisting board (in cases where shortlisting is undertaken).

**Q.4 The European Economic Area (EEA)** countries are Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

### **Q. 7 Declaration**

An applicant is asked to confirm that all the information provided by them is true and accurate. Applicants who are subsequently found to have given false information may be disqualified from this competition or have any offer of employment withdrawn.

## **NOTES ON COMPLETING PART 2:**

### **Particulars of Education**

#### **Q1 and Q2 General Education and Further Education**

An applicant should state all qualifications they have obtained. This should include any special skills training or relevant evening classes. This is especially important for positions requiring a professional qualification. Candidates successful at interview will be required to produce the original certificates of any qualifications required for the role.

Due to the large volume of applications for competitions it is not possible to check applicant's qualifications prior to interview. Please note that the onus is on the applicant to prove they have the qualifications detailed in the candidate information booklet. Dublin City Council reserves the right to request originals of qualifications declared.

Failure to correctly and fully complete the FURTHER EDUCATION section of the application form may result in your application form not being given further consideration.

### **Employment Record**

#### **Q3 Work Experience**

Before completing this question, applicants should

- look at the criteria set out in the candidate information booklet – the qualifications, knowledge and skills and experience required for the position;
- critically review how your experience and competency matches those required for the role in question;
- consider how your experience provides evidence that you possess the criteria required.

Work experience detailed be should be specific and precise and contain relevant examples and information.

When completing the question start with your current/most recent employer and work backwards. Give a full account of your employment history – this may require copying and pasting additional text boxes to the form. Reasons should be given for gaps in an employment record.

**FINALLY PLEASE ENSURE PART 1 AND PART 2 ARE SUBMITTED AS SEPARATE DOCUMENTS ATTACHED IN A SINGLE EMAIL**

## FINAL CHECK

**BEFORE SUBMITTING YOUR APPLICATION REVIEW THE CHECKLIST BELOW:**

Have you: -

1. Included a photograph where requested on Part 2 [not a separate attachment]
2. Signed Part 1 and Part 2 [original signatures required]
3. Included all information for consideration in Part 2 [*attachments of any kind will not be considered part of the application*]
4. Saved Part 1 and Part 2 of the application form into PDF format for submission?
5. Included a current and correct email address, as all future communication will be via the email address provided.

On submission of an application

6. Did you receive an automated response when you emailed in your application form?