



# Clare County Council

## Candidate Information Booklet

(Please read carefully)

### Post of : Senior Library Assistant (Open Competition)

**Closing Date : 4:00 p.m. Monday 28<sup>th</sup> January, 2019**

Completed Application Form (4 copies) should be returned to :  
The Recruitment Officer  
Human Resources Department  
Clare County Council  
Áras Chontae an Chláir  
New Road  
Ennis  
Co. Clare.

## **Table of Contents :**

## **Page No.**

Clare County Council – General Information	3
The Competition & Job Description	4
Essential Requirements for the post	4
Competencies for the post	5
Qualifications of Post	6
Particulars of Post	7
Important Checklist & Notes	14

# CLARE COUNTY COUNCIL

## GENERAL INFORMATION

Clare County Council/ Comhairle Contae an Chláir is the authority responsible for Local Government in County Clare. The corporate headquarters are located at Áras Contae an Chláir, New Road, Ennis and there are four Municipal Districts (Ennis, Shannon, Killaloe and West Clare) which are supported through area offices in Ennis, Scarriff, Shannon, Ennistymon and Kilrush. There are 28 elected members, approximately 850 staff and an annual operating budget of €117.6 million in 2019.

Clare County Council provides a diverse range of services across a large geographic area. Key services areas include planning, Local Enterprise Office, community development, transportation, motor tax, water, environment, emergency services along with housing, libraries and sports & amenities. These operations are supported by internal services which include ICT, corporate, finance and human resource functions.

There is a diverse demographic across urban and rural communities with tourism bringing seasonal changes in population and activity in the county. The Shannon estuary, Shannon Airport, industrial zones and geographic location between larger urban areas, coupled with the unique landscape and heritage add to the diversity of activity in the County. Local democracy is strengthened through the Municipal Districts and changes in legislation and regulation have placed greater emphasis on the role of the Local Authority in driving economic activity, ensuring accountability, accessibility and innovation while placing the customer and the community to the fore of service delivery.

# CLARE COUNTY COUNCIL

Áras Chontae an Chláir, New Road, Ennis, Co Clare

Tel: (065) 6846251

Web: [www.clarecoco.ie](http://www.clarecoco.ie) e-mail: [persoff@clarecoco.ie](mailto:persoff@clarecoco.ie)

## Senior Library Assistant Panel (Open Competition)

### **THE COMPETITION**

Clare County Council is currently inviting applications from suitably qualified persons for the above competition. Clare County Council will, following the interview process, form a panel for the post of Senior Library Assistant from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Planning and Local Government. This panel will exist for 12 months and may be extended for a further period of 12 months at the discretion of the Chief Executive.

### **JOB DESCRIPTION**

The Senior Library Assistant is a key support position within the Library service and Senior Library Assistants make a valuable contribution to the provision of the library service centrally and at local branch level by delivering frontline services and by providing support to library management. The duties of the Senior Library Assistant shall be consistent with the provision of a modern public library service that is responsive to the changing requirements of customers of all ages and abilities. The role involves supporting managers and colleagues and working as part of a team in providing front line support, meeting work goals and objectives and delivering quality services to internal and external customers.

Holders of the post may be assigned to a particular Branch Library and may subsequently be moved to another branch within the Library network.

The Senior Library Assistant role requires a high level of IT proficiency, excellent administrative, interpersonal, communication and other particular skills and expertise depending on assignment.

### **Essential Requirements for the Post**

The ideal candidate must be able to demonstrate that they have sufficient experience and a proven track record in the following:

- Customer service
- Working effectively as part of a team
- Planning and prioritisation of workloads
- Dealing effectively with conflicting demands
- Working under pressure to tight deadlines
- Adapting to change
- Problem solving
- Administration and report writing
- Operation of ICT systems and standard office software packages
- Project management in the context of a Library setting
- Budget management
- Acting on own initiative

- Ability to communicate effectively across different levels within an organisation
- Maintaining confidentiality

## **Competencies for the Post**

This is a competency based competition and the interviews will be competency based. The competencies listed below are the competencies for this post. Candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates in Section D of the application form :

### **Purpose and Change:**

- Knowing the purpose and the priorities of the Library service.
- Understanding the role of the Elected Council.
- Understanding and adhering to the code of conduct for all employees.
- Maintaining a positive image of the Council.
- Co-operating with change.
- Safety, Health and Welfare at work.

### **Delivering Results:**

- Identifying problems and contributing to solutions.
- Co-operating with decisions and implementing solutions.
- Taking care of council resources and equipment.
- Complying with all council rules.
- Delivering quality work and services.

### **Personal Performance:**

- Accepting direction.
- Contributing positively.
- Co-operating to reduce conflict.
- Communicating effectively.

### **Personal Effectiveness:**

- Skills, Experience and Knowledge.
- Resilience and personal well being.
- Integrity.
- Personal motivation and initiative.

## **Key Duties**

Details of Key Duties are outlined under “Particulars of Post”.

**CLARE COUNTY COUNCIL**  
Aras an Chontae, New Road, Ennis, Co Clare  
Tel: (065) 6846251  
Web: [www.clarecoco.ie](http://www.clarecoco.ie)

**Post of Senior Library Assistant (Open Competition)**

**Qualifications for the post**

**ESSENTIAL CRITERIA**

**1. Character**

Candidates shall be of good character.

**2. Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**3. Education, Training, Experience, etc.**

Each candidate must have, on the latest date for receipt of completed application forms :

- (i) have a good general level of education, and
- (ii) have had at least two years satisfactory experience of library work.

**4. Age**

Each candidate must be under 70 years of age on the latest date for receipt of completed Application Forms for the office if they are deemed not to be new entrants to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

However, the age restriction of 70 years does not apply to "new entrants" to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

**DESIRABLE CRITERIA**

1. Experience in the use of Information Technology.
  2. Customer Service experience across all age groups.
  3. An interest and ability to work with members of the public, in particular children and teenagers in a library setting.
-

## **Post of Senior Library Assistant**

### **Particulars of Post**

#### **The Post:**

The post is whole-time and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. A panel will be formed following interview and from which both full-time & part-time, temporary and permanent positions that arise may be filled during its lifetime, subject to approval from Department of Housing, Planning & Local Government. Positions will be offered in order of merit as per the panel.

#### **Salary:**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular. Starting pay for new entrants to the sector will be at the minimum of the scale. Where the appointee has been serving elsewhere in the public service in an analogous grade and pay-scale, and will be moving without break to another part of the public sector at an analogous grade, the appointment may be made at the appointee's current point of scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

The current salary scale applicable to the post is €27,567 to €44,771.

#### **Duties:**

The duties of the post are to give to the local authority, and

- a) such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
- b) to any other local authority or body with which an agreement has been made by the local authority, or by any of the authorities or bodies mentioned in subparagraph (a) of this paragraph under the general direction and supervision of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties to exercise such powers, functions and duties as may be delegated to him/her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level. The post holder may be required to work outside his/her normal job description from time to time.

**The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require :**

- To support the line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility.
- Front-line library service duties at a busy public library desk.
- Responding to customer queries, including information and requests.
- Operating existing and future IT systems, word processing, spreadsheets, database, library systems, e-mail and internet.

- Assisting the public in using the public internet, self-service facilities and other Library I.T. equipment.
- Providing mediated access to library resources in-house and on-line.
- Assisting in the promotion of the library service through an active role in the organisation and delivery of events, e.g. book clubs, storytelling, class visits, community events & exhibitions.
- Branch Relief Work – cover in other locations as required to maintain library branch network opening hours during periods of holiday leave, sick leave, etc.
- General clerical and administrative duties relevant to the Library Service, e.g. processing and RFID tagging of new library stock, cash management, Health & Safety checklist, branch statistics, photocopying, preparing letters / documents / presentations for public circulation, typing, minute taking, report / returns preparation, filing, arranging meetings, handling internal / external mail, etc.
- Supporting senior staff in the delivery of library services to the public.
- To support the line manager to ensure the section or department work programmes are implemented to deliver on the Council's Corporate Plan and operational Library plans.
- To ensure high levels of customer service, responding to queries and requests for information in a professional and courteous and timely manner.
- To communicate and liaise effectively with employee, supervisors and line managers in other sections and customers in relation to operational matters for their section or work area
- To prepare reports, correspondence and other documents as necessary.
- To provide assistance and support in the delivery of projects as required
- To supervise employees within their team or programmes of work within their area of responsibility, providing support to team members or colleagues as required
- To identify opportunities for improvements in the service delivery within the relevant area of responsibility and to use key performance indicators or other performance indicators effectively as appropriate.
- To compile, prepare and present reports as necessary, including the preparation of reports or letters which may be sensitive and/or confidential in nature.
- To support the implementation of good practices with transparent reporting and communications to deliver accountable services in the department or section.
- To provide assistance in the understanding and interpretation of the Council's policies and procedures to employees in their area of responsibility and to customers as appropriate.
- To carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
- To organise and facilitate internal and external meetings and participate and engage in discussions as appropriate.
- To carry out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.
- To provide specialist administrative assistance and support in the delivery of projects as required.
- Deputise for line manager when required.
- To support the Staff Officer in the management and implementation of Health and Safety for the section or department.
- Undertake any other duties of a similar level and responsibilities as may be required from time to time.

**Work Base:**

Clare County Council reserves the right to assign you to any department, premises or district in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**Working Hours:**

A person appointed from the panel will be required to work 37 hours per week. Successful candidates may be required to work rostered hours from Monday to Saturday each week, including late evenings. Rosters may change depending on location.

The Council reserves the right to alter the number of hours worked each day/each week and/or the times at or the days on which the hours are to be worked. The post-holder will be given as much notice as is reasonably practicable of any change in the schedule of hours worked. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities. The provisions of Clare County Council's Leave Policy is applicable to this grade at the current time.

**Annual Leave:**

The current annual leave entitlement is 30 days per annum. Clare County Council's holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

**Sick Leave:**

The terms of the Public Service Sick Pay Scheme will prevail.

**Superannuation:****Public Service Pensions (Single Scheme and Other Provisions) Act 2012:**

New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. In each pay period an amount equivalent to 3.5% of net pensionable remuneration PLUS 3% of pensionable remuneration will be deducted as the member's contribution under the Scheme. This includes a contribution to a Spouse's and Children's Scheme.

**Persons who commenced Public Sector Employment prior to 1<sup>st</sup> January 2013:**

Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

**Retirement:**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012 :

The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for 'New Entrants' from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a 'New Entrant' to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to a compulsory retirement age of 70 years.

The provisions of the Public Service Superannuation (Miscellaneous Provisions) Acts 2004 and 2018 will apply.

#### **Travel:**

When required to do so, holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. If you are required to travel as part of your official duties, Clare County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Clare County Council's Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

#### **Taking Up Appointment:**

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

#### **Recruitment:**

##### **- Shortlisting:**

The number of applications received for a position may exceed that required to fill existing and future vacancies for the position. Therefore, it may not be practical to interview everyone. In this respect, Clare County Council may short-list based on an examination of the application forms received. In this instance, an expert board will examine the application forms against a pre-determined criteria based on the requirements of the position.

Short-listing does not suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position. If it is deemed appropriate, a shortlisting interview may take place.

This is a competency based competition and the interviews will be competency based. The competencies listed on Page 5 are the competencies for this post. Candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. **Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates in Section D of the application form.**

##### **- Competitive Interview:**

As stated above, this is a competency based competition and the interviews will be competency based. The competencies listed on Page 5 are the competencies for this post. Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons

to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled. Candidates will be required to pay any expenses incurred by them in attending the interview.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panels, be appointed as appropriate vacancies arise.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should note that it is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

**Your right to information and to appeal:**

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. In this regard, Clare County Council will automatically forward the marks awarded to you at interview and comments made by the Interview Board.

The Council will consider appeals in relation to eligibility, short-listing and final decisions of interview boards. Such appeals must be made by candidates in writing within **7 working days** of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

**Health:**

For the purpose of satisfying the requirements as to health, it may be necessary for the successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to candidates. The successful candidate must comply, at his/her own expense with such remedial requirements as the Council considers necessary.

**Residence:**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof as determined by Clare County Council.

**Safety & Welfare:**

The holder of the post shall co-operate with the terms of Clare County Council's Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

If required, the successful candidate shall wear protective clothing and have on his/her person at all times a valid Safe Pass card. Should he/she not hold a valid Safe Pass card, a course shall be undertaken to attain the card.

**Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

**Policies & Procedures:**

The post-holder will be expected to abide & adhere to the policies & procedures applicable to Clare County Council. These include but are not limited to:

- Code of Conduct for Employees
- Attendance Management Policy & Sick Leave scheme
- Grievance & Disciplinary
- Performance Management & Development System
- Confidentiality
- Information Communications & Acceptable Usage Policy and Social Media Policy

**Probation:**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold such office on probation;
- (b) such period shall be one year but the Chief Executive may at his/her discretion extend such period;
- (c) such persons shall cease to hold such employment at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory;
- (d) the period at (a) above may be terminated on giving one weeks notice as per the Minimum Notice and Terms of Employment Acts;
- (e) there will be assessments during the probationary period.

**Reference/Documentary Evidence:**

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Clare County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position, Clare County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**Garda Vetting:**

Successful candidates will be subject to Garda Vetting in advance of appointment to the position.

**General Data Protection Regulation:****Basis for Processing your Personal Information**

The basis for processing your personal data is to progress your application for the position you have applied for with Clare Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including e-mail address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

#### Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing 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 Personnel File.

#### Storage Period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances, panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Clare County Council will not be able to progress your application form for the competition for which you are applying.

Clare County Council's privacy statement can be accessed at [http://www.clarecoco.ie/\[info\]/privacy-statement/](http://www.clarecoco.ie/[info]/privacy-statement/).

#### **Canvassing:**

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of the staff of Clare County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense.**

**Clare County Council is an equal opportunities employer.**



## Application for the post of Senior Library Assistant

CLOSING DATE FOR RECEIPT OF APPLICATIONS :

**4:00 p.m. Monday 28<sup>th</sup> January, 2019.**

### IMPORTANT CHECKLIST AND NOTES:

Please check that you have completed / provided / noted the following:

1. Fully completed application form (x4).  
**Hard copies only, applications are not accepted by e-mail.**
2. Check that you have signed and dated the completed application form.
3. Copy of full drivers license (x4)  
(Not original – original will be required prior to any appointment)
4. Provided a copy of documentary evidence in respect of any qualifications required/claimed (x4).  
(Not original(s) – original(s) will be required prior to any appointment)
5. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
6. All information must be provided on the formal application form. Additional information provided via Letter, Curriculum Vitae, etc. **will not** be considered (unless specifically requested).
7. Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest time for acceptance. **The responsibility rests with the applicant to ensure that the application form, in full (x4), is received on time by the Human Resources Department of Clare County Council.**
8. Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of Postage is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
9. Please notify the Human Resources Department of any change of address.
10. **Applications can be submitted within the deadlines advertised via the following:**
  - An Post or any other delivery courier.

- Delivery to the Customer Service Desk or to the Human Resources Department, Áras Chontae an Chláir.
- Delivery to the post box at the front of Áras Chontae an Chláir.

**E-mail applications will NOT be accepted.**

11. Four (4) hard copies of applications with attachments (x 4) must be sent to:

Human Resources Officer,  
Clare County Council,  
Áras Chontae an Chláir,  
New Road,  
Ennis,  
Co. Clare.

Closing date for receipt of completed applications in the Human Resources Department, Clare County Council is **4.00 p.m. on Monday 28<sup>th</sup> January, 2019.**

12. Applications received after the closing date and time will not be considered.

**If these requirements are not met, applications will be deemed invalid and therefore ineligible to proceed any further in the recruitment process.**

**NOTE: PLEASE RETURN ONLY THE APPLICATION FORM SECTION AND RETAIN THE INFORMATION BOOKLET FOR YOUR OWN RECORDS.**