



CANDIDATE INFORMATION BOOKLET

EXECUTIVE PLANNER

CLOSING DATE: 12.00 noon on Friday 17th April 2026

FOUR TYPED APPLICATION FORMS (one original completed signed copy and three full copies of the original) SHOULD BE RETURNED TO:

**ADMINISTRATIVE OFFICER,
HUMAN RESOURCES SECTION,
CARLOW COUNTY COUNCIL,
COUNTY BUILDINGS,
ATHY ROAD,
CARLOW.
R93 E7R7**

CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.

PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

- A Curriculum Vitae or applications by email or fax will **NOT** be accepted.
- All applications forms **MUST be typed** and before signing the form, please ensure that you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations – **a copy of results, must be submitted with your application form** in order to determine your eligibility for the post. 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.
- Carlow County Council is **not** responsible for any expenses which may be incurred by the candidate in attendance for aptitude test or interview.
- Applications received after the closing date and time specified will **not** be accepted.
- Applications received that do not comply with the requirements set out in the booklet, i.e. typed application form, one original fully completed signed copy and 3 copies of the application form and copy of educational results will **not** be accepted.
- Carlow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Carlow County Council.

POST OF EXECUTIVE PLANNER

QUALIFICATIONS FOR THE POST

1. CHARACTER:

Candidates shall be of good character and references shall be sought.

2. HEALTH:

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

3. CITIZENSHIP:

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

4. EDUCATION, TRAINING AND EXPERIENCE ETC.:

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

- (a) hold a qualification in Planning (at least level 8 on the National Framework of Qualifications);
- (b) have at least five years satisfactory relevant experience of planning work;
- (c) possess a high standard of technical training and expertise;
- (d) possess a high degree of administrative experience.

5. DRIVING LICENCE:

Holders of the post **must** 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.

Carlow County Council reserves the right to provide a vehicle to enable you to carry out your duties. The provision of a vehicle will be at the discretion of the Chief Executive.

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.

THE ROLE OF EXECUTIVE PLANNER

An Executive Planner is currently the second grade within the tiers of planning posts within Carlow County Council. These range from Assistant Planner, Senior Executive Planner through to Senior Planner. Executive Planners work within the Planning Section and the section works broadly under the following headings: Forward Planning, Development Management and Enforcement. However, an Executive Planner will be required to input into multi-disciplinary project teams on occasion, under the direction and line management of the Senior Executive Planner and/or Senior Planner. Depending on the needs of the department/organisation, the Executive Planner may also be required to carry out duties as assigned by other delegated officers from time to time. Local Authorities also play a key role in supporting economic development and enterprise promotion at a local level.

The Executive Planner may from time to time be required to deputise for the Senior Executive Planner or more senior personnel and must be willing to take on this challenge. The ideal candidate will be a highly motivated person, with a strong sense of commitment to delivering quality public services and shall demonstrate a clear knowledge and understanding of:

- Local authority services, its key stakeholders and relationships
- Local government structures and its democratic role and mandate
- Current local government issues, future trends and strategic direction of the sector, particularly in relation to planning policy and practice
- Key policies guiding the local government sector
- National, Regional and Local planning issues
- Fostering and maintaining a wide range of productive working relationship both internally and externally to the organisation
- Implementing change
- Public service values

The ideal candidate should also have an **excellent technical knowledge base and experience of planning policy and practices** to include the following:

- Planning legislation & procedures across the areas of forward planning, development management and enforcement in particular
- Current and future planning issues facing County Carlow and its wider region
- Administration, report writing and putting across a well-researched and reasoned recommendation
- Experience of working within multidisciplinary teams or demonstration of ability to do so
- Project or team leadership
- Awareness of and management of Health, Safety and Welfare in the workplace
- Operating ICT systems, in particular word processing, presentation and GIS systems
- Prioritising of work effectively
- Acting on own initiative
- Dealing effectively with conflicting demands
- Working under pressure to tight deadlines

Duties and responsibilities of the Executive Planner:

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

- Conducting site visits & preparing recommendations on assigned planning applications including applications made directly to An Coimisiún Pleanála where a local authority report is requested
- Preparing responses to pre-planning requests and holding pre planning meetings
- Preparing responses to planning appeals, attendance and input at oral hearings as necessary
- Carrying out site visits and preparing recommendations in relation to planning enforcement and derelict sites, including attendance at court cases and the giving of evidence
- Preparing responses for submissions on compliance with planning conditions
- Advising on and preparation of recommendations on 'Section 5' and 'Section 57' exempted development declaration applications and other declarations as directed
- Giving planning advice on the preparation and processing of "Part 8" Local Authority development applications
- Undertaking the planning role with respect to environmental reports associated with these specific statutory requirements in development management planning and policy planning
- Planning assessment of value and impacts on built heritage associated with both development management and policy planning
- Responding to planning queries, completions of returns etc. from other Council departments and national and regional Government/statutory agencies/external bodies as directed
- Carrying out survey work, research, analysis, drafting policies and proposals, preparing written statements and maps and other work as required on the agreed Development Plan and Forward Planning work programme, including but not limited to, plans and associated environmental reports, other planning strategies and studies, urban regeneration strategies/plans, urban design/public realm strategies
- Input into the preparation of, management and administration of environmental assessments of planning applications and plans/programmes as required
- Assistance in organising and facilitating public consultation and participation including attendance at meetings and other public forums, making presentations and recording and responding to queries
- Dealing professionally, courteously and efficiently with queries from members of the public and their agents
- Providing a high level of service to public representatives, including attendance at and presentations to the relevant Strategic Policy Committee and at meetings of the Council and Area Committees
- Maintaining, managing where required and proactively developing a culture of Health and Safety in the workplace
- Engaging in Continuing Professional Development/Training
- Incorporating the use of ICT and efficiencies into work practices
- Engaging as a member of a team on specific projects, including funding applications and preparation for and attendance at staff meetings
- Working in a supervisory role in relation to planning related areas of work as required, also taking a role in the planning department's input into multi-disciplinary teams as specified by the Senior Executive Planner or Senior Planner
- Taking a project management role on strategic planning related projects as required
- Acting or deputising for senior personnel in their absence when required
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time

COMPLETING A COMPETENCY BASED APPLICATION FORM

A Competency Based Application Form requires, you, as the candidate, to describe some of your personal achievements to date, to demonstrate certain competencies (necessary skills & qualities) required for the position you are applying for. All question areas must be answered, as you will be questioned on all areas should you be called for interview.

You should describe situation(s) from your own experience, which you think is the best example(s) of what you have done which demonstrates the specific competency. It is essential that you describe how you demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings, including employment, community, sporting or voluntary. Please do not use the same example to illustrate your answer to more than two areas of competence. Please note the interview board may look for additional examples of where you demonstrated the skills required for the post.

Carlow County Council is seeking candidates that demonstrate strong administrative, technical and communication skills. They must also be self-motivated and committed to delivering quality public services. Key Competencies for the post have been identified as essential for the role of Executive Planner. These competencies will be assessed under the following five headings:

Planning Policy & Practice: (will be assessed at Interview Stage of the Recruitment Process)

Experience and detailed knowledge of the practical application of:

- Irish Planning Legislation and key relevant European Directives including associated procedures
- Planning issues relevant to County Carlow and its wider region
- Historical, emerging and topical planning trends and issues in Ireland
- Report writing and communication of a reasoned assessment or recommendation
- Health and safety legislation (Fully implement safe systems for working in accordance with Corporate Safety Statement and relevant ancillary safety statement for their work area)

Strategic Management & Change

- Ensures that ethical governance principles are embedded into the culture, practices and processes of all activities within designated area of responsibility, in the wider authority
- Understands and adheres to the Code of Conduct for employees and complies with all council rules, regulations and procedures
- Ensures that there is full understanding of and compliance with all council rules, regulations and procedures for employees within designated area of responsibility
- Understands, supports and embeds the principles of diversity.
- Understands, supports and embeds information and consultation

Delivering Results

- Problem solving and decision making, particularly in situations of conflicting demands
- Organising work programmes and implementing solutions, especially to deadlines
- Helping to establish high quality service and customer care standards
- Converting operational objectives into specific work plans, programme activities and schedules taking into account the broader operation plan when setting priorities
- Allocating resources across jobs to ensure that priorities are met, and that work is executed in the most efficient manner possible to deliver quality work and services

Performance Through People

- Show visible commitment to the purpose, mission and vision of the organization
- Show motivation and positivity as part of a team
- Have effective written and verbal communication and interpersonal skills

Personal Effectiveness

- Take initiative and be open to taking on new challenges or responsibilities
- Manage time and workload effectively
- Maintain a positive and constructive and enthusiastic attitude to their role
- Understanding the structures and environment within which the local authority sector operates
- Knowledge of current local government issues and strategic direction of local government
- Political awareness, integrity and public service values

PARTICULARS OF OFFICE

The Post:

The post is whole time, permanent and pensionable.

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority, or which might be inconsistent with the discharge of his/her duties as a local authority employee.

Duties:

You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of your duties. You shall, if required, act for an employee of a higher level. You may be required to work outside your normal job description from time to time.

Salary:

The scale for the post of the Executive Planner is analogous to the Executive Engineer/Planner (Circular Letter EL 02/2026) as follows:

€60,255 – €62,447 - €64,640 - €66,837 - €69,032 - €71,226 - €73,423 – €75,606 – €77,813 – €80,001 – LSI 1
€82,523 – LSI 2 €83,758

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular. The starting pay for new entrants will be at the minimum of the scale. The salary shall be fully inclusive and shall be as determined from time to time. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

The holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

Work Base:

Carlow County Council reserves the right to assign you to any department or premises 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:

The working hours at present provide for a five day, thirty-five hours working week, hours may vary from time to time. Carlow County Council operate a flexible time scheme with the earliest starting time of 8.00 a.m. and the latest start time of 10.00 a.m. and the earliest finishing time of 4.00 p.m. and the latest finishing time of 18.00 p.m. A lunch break consisting of a minimum of 30 minutes to a maximum of 2 hours must be taken between 12.30 p.m. and 14.30 p.m. The Flexi Leave Scheme is available on request.

Carlow County Council have implemented a Blended Working Policy which may facilitate remote working for certain staff who have in excess of six months' service with the Council. A copy of the Blended Working Policy is available on request.

There may be a requirement to work additional hours from time to time for which Time in Lieu on a time for time basis will apply. Overtime does not apply to this post. All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. The working hours may be reviewed at any time by the Council. 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.

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 Carlow County Council.

References:

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Carlow County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions, or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Probation:

Where a person who is not already a permanent employee of a Local Authority is employed, the following provisions shall apply:

- (a) there shall be a period after such employment takes effect during which such person shall hold such position on probation;
- (b) such period shall be one year, but the Chief Executive may at his or her discretion extend such period;
- (c) such person will cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such person 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 may be assessment(s) during the probationary period.

Health:

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Annual Leave:

The current annual leave entitlement is 30 days. Granting annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

Sick Leave:

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

Vetting:

Garda vetting is required for certain roles within Carlow County Council. Failure to complete a Garda vetting form on request may prevent your employment with Carlow County Council. In the event of an unsatisfactory Garda declaration being received Carlow County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Carlow County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case-by-case basis.

Travel:

When required to do so, holders of the post **must** 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, Carlow 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 Carlow 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.

Carlow County Council reserves the right to provide a van to enable you to carry out your duties. The provision of a van will be at the discretion of the Chief Executive.

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 and to attend all mandatory training.

Health & Safety:

The holder of the post shall co-operate with the terms of Carlow County Council's Safety Statement and Major Emergency Plan. It is a condition of employment that the successful candidate will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. 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 disciplinary action.

Use of Modern Technology:

The successful candidate will be required to use all equipment provided, including computers, hand held terminals, mobile telephone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future.

Superannuation & Retirement:

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 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 dependant or qualified children) plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. The maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age. Persons who become pensionable officers 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. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. The maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 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 dependant or qualified children). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70. To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority. You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned. Further information is available from the Human Resources Department.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her reemployment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. 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. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Data Protection:

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 Carlow County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email 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, 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 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 that 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 Carlow County Council will not be able to progress your application form for the competition.

When your application is received, Carlow County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your

candidature. Such information held, is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003 and will be destroyed following the expiry of any panel put in place in respect of this competition.

RECRUITMENT PROCESS

Selection Process

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Carlow County Council may decide that a number only will be called to interview. In this respect, Carlow County Council may provide for a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to 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 qualifications/experience on the application form.

Competitive Interview

Selection of candidates for appointment shall be by means of a competitive interview. The Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

Panels

Following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

Documentary Evidence:

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Carlow 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 Carlow County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

Canvassing

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the

candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

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.

Carlow County Council is an Equal Opportunities Employer