



COMHAIRLE CONTAE  
CHEATHARLACH  
CARLOW COUNTY COUNCIL

## CANDIDATE INFORMATION BOOKLET TRAVELLER LIAISON OFFICER

**CLOSING DATE: 12 noon on Friday 5<sup>th</sup> June 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 should 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 - **copy of your educational results MUST be submitted with your application in order to confirm your eligibility for the post.** 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 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, copy of results where required, 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.

## **The Role of the Traveller Liaison Officer**

Reporting to the Senior Staff Officer, Housing Department, the Traveller Liaison Officer will work closely with Traveller families, providing hands-on assistance in both formal halting sites and private residences, managing Traveller-specific accommodation and helping to resolve housing-related challenges.

The Traveller Liaison Officer will also coordinate with other Council departments, external agencies, and social services to offer a holistic approach to improving the living conditions of Traveller families. Regular on-site visits, consultations, and maintaining up-to-date records are critical aspects of this role. You will also have a vital role in responding to and managing unauthorised Traveller encampments and will be a pivotal liaison in conflict resolution and compliance with local authority regulations.

The role offers an opportunity to make a meaningful difference by fostering positive relationships between the Council and the Traveller community, contributing to improved outcomes for this marginalised group. If you have experience working with vulnerable communities and are passionate about driving social change, this role provides a challenging yet rewarding opportunity.

The Traveller Liaison Officer (Grade V) duties shall include but are not limited to the following:

- 1) Making regular visits to Traveller Specific Accommodation both official and unofficial sites as well as home visits to Members of the Traveller Community. The successful candidate will be required to drive a car for the role of Traveller Liaison Officer.
- 2) Offering advice and support to tenants from the Traveller community which will help sustain tenancies.
- 3) Responding to referrals in relation to housing department clients who are experiencing social difficulties (including tenants living in Traveller specific accommodation and private rented accommodation) and to offer clients advice and information in relation to social issues / support services.
- 4) Liaising, where appropriate, with other sections of the Housing Operations Directorate and/or other agencies on behalf of the client.
- 5) Advocating, where appropriate, on behalf of the client seeking access resources from the Housing Operations Directorate and/or external agencies.
- 6) Referring clients to other agencies, where appropriate.
- 7) Providing other sections of the Housing Operations Directorate with reports outlining the social circumstances of specific housing department clients.
- 8) Ensuring accurate and live reporting on the service that may be required for the Council and the Department of Housing, Local Government and Heritage.
- 9) Working in partnership with Travellers/other agencies in order to develop initiatives aimed at improving the overall social circumstances of people from the Traveller Community.

- 10) Maintaining records and documentation in accordance with City Council's policies and procedures, using computerised systems, as appropriate.
- 11) Liaising with all of the Traveller Support Agencies as appropriate.
- 12) Ensuring, in relation to Traveller Families, that the following activities are attended to:
  - Visiting Traveller specific accommodation as requested.
  - Advising tenants in relation to compliance with the Letting Agreement.
  - Referring tenants to other sections of local authority or Government Departments from which they may need assistance or advice.
  - Making recommendations for adjustments to tenancies in response to family needs.
  - Providing information and support as appropriate on family health and wellbeing.
- 13) Presenting information to Court, if necessary.
- 14) Complying with all statutory, legal, and quasi statutory rules and regulations covering Safety, Health and Welfare at work issues and fully discharges the role responsibilities in this area and ensuring that all staff do likewise.
- 15) To support traveller families to sustain their tenancies and engage with the relevant agencies that have a role in providing support and services to the traveller community.
- 16) To investigate reports on complaints received in the Housing Office regarding anti-social behaviour.
- 17) To liaise with the relevant authorities (Gardai/HSE) and committees (Residents) in relation to anti-social behaviour.
- 18) To initiate legal proceedings against tenants/occupants engaged in anti- social behaviour.
- 19) To attend Court and represent the Council in relation to anti-social behaviour and related housing issues in concert with the Tenant Liaison Officer
- 20) Serve notice on travellers illegally parked as required.
- 21) Liaise with Local Authority Services to remove illegally parked travellers.
- 22) Such other duties in relation to Traveller issues as may be assigned from time to time.
- 23) Inspection of Traveller specific accommodation owned by Carlow County Council with particular attention being paid to ensure that tenants are in compliance with their Letting Agreement Conditions as requested by Housing Officer.
- 24) Ensure that Local Authority Housing Tenants are aware of their responsibilities under the Letting Agreement.
- 25) Structural damage, if observed, which is likely to cause damage to the fabric of a house, shall be reported directly to the Housing Maintenance Staff.
- 26) Instruct tenants to cease or remedy any misuse of County Council Housing Stock.
- 27) Investigating illegal occupancy of Local Authority houses in conjunction with appropriate Housing Personnel.

- 28) Co-operate with Revenue Collectors, Community Section and any other department which the Housing Officer may deem necessary from time to time.
- 29) To develop a strong working relationship with the members of the Travelling community living in Traveller specific accommodation in Carlow.
- 30) Support members of the Traveller Community with all aspects of the housing application process including CBL Process, assessment of housing need process and allocation process.
- 31) Support members of the Traveller Community with all aspects of the Caravan Loan Scheme process.
- 32) Assist Tenancy management with the provision of relevant pre-tenancy training to the Travelling Community in relation to allocations to Traveller specific accommodation.
- 33) Engage with residents of Traveller specific accommodation to develop and support resident participation and estate management in Traveller specific accommodation.
- 34) To assist in the completion of the Annual Estimate of Accommodation of Traveller Families.
- 35) To assist in the preparation, and implementation of the Traveller Accommodation Programme.
- 36) Facilitate Information inputs on all Traveller Specific accommodation in areas such as Estate Management, Fire Safety awareness workshops and other relevant topics.
- 37) Undertake administrative functions as required by the role.
- 38) Work in compliance in all council policies and procedures
- 39) Carrying out duties as may be assigned from time to time.
- 40) Deputising staff at a more senior level when required.

*The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.*

## **QUALIFICATIONS – POST OF TRAVELLER LIAISON OFFICER**

### **Character**

Each candidate shall be of good character.

### **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.

### **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

### **Education, Training, Experience**

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

1. Hold an honours degree (Level 8 in the National Framework of Qualification) in a relevant discipline e.g. Human Rights/Equality, Social Work, Community Development, Social Policy, Sociology, Public Administration or equivalent.
2. Have at least 3 years satisfactory relevant experience working with vulnerable and/or marginalised families.
3. Have experience of working in a local authority setting or other statutory agency e.g. the Health Service Executive, Education and Training Board, TUSLA (Child & Family Agency)
4. Have knowledge and understanding of issues affecting the Traveller community and of the role of the local authority in relation to housing and other supports for vulnerable and/or marginalised groups.
5. Have awareness of key legislation including but not limited to child protection, housing and local government.

### **Driving Licence:**

Holders of the post **must** hold a full unendorsed 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.

### **Desirable skills:**

The ideal candidate will:

- Have a good knowledge of housing legislation and regulations
- Possess excellent IT skills
- Have experience of working with the Traveller Community
- Be able to demonstrate a strong ability in the following competency areas:
  - Networking & Representing
  - Delivering Quality Outcomes
  - Problem Solving & Decision Making

## ASSESSMENT PROCEDURE

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

### **Networking and Representing**

Develops and maintains positive and beneficial relationships with relevant interests.  
Sustains a positive image and profile of the local authority.

- Builds an appropriate network of technical and professional contacts that maintain contemporary knowledge in order to enhance service delivery.
- Articulates and understands the views of relevant stakeholders.
- Recognises the importance of key stakeholders to the local authority and ensures that the local authority plays a constructive part in developing the competence of its key stakeholders.
- Responds positively to the changing needs of communities.

### **Delivering Quality Outcomes**

Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Delivers services, projects and tasks on time, within budget and achieving expected performance standards.
- Critically evaluates outcomes and processes used to achieve them.
- Assesses feedback and evaluates outcomes to drive continuous improvement.
- Provides appropriate recognition when standards are achieved or exceeded.

### **Problem Solving and Decision Making**

Understands the context and impact of decisions made. Acts decisively and make timely, informed and effective decisions.

- Makes timely and reasoned decisions or recommendations, within their area of operation, in a consistent, fair and transparent manner.
- Shows good judgement and balance in making decisions or recommendations.
- Considers the implications for those affected by a decision.
- Considers the requirement for inter and cross organisational decision making and actions.
- Knows the limits of his/her decision-making authority and the relative importance of each decision.

## **Particulars of Post**

### **The Post**

The post is permanent wholetime 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**

The duties of the office are to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory or advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other officers of the local authority when required and such duties as may be required in relation to the area of any other local authority.

### **Salary**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

The salary scale for the position of the Traveller Liaison Officer (analogous to Staff Officer) is: €52,239, €53,799, €55,392, €57,019, €58,657, €60,567 LSI 1 €62,484 LSI2 gross per annum (Circular Letter EL 02/2026).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. In accordance with Departmental Circular Letter EL.01/2022, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011 will enter the scale for the position at the minimum point. Rate of remuneration may be adjusted from time to time in line with Government Policy.

### **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 start time of 8 a.m. and a latest start time of 10.00 a.m. and the earliest finishing time of 4 p.m. and the latest finishing time of 18.00 p.m. 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.

Due to the nature of this post, there will be a requirement to work outside of normal hours, including evenings and weekends, as necessary from time to time for which Time in Lieu on a time for time basis will apply. No additional remuneration/overtime will be paid in respect of such activities. 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.

### **Location of post**

Carlow County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. 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.

### **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 appointment takes effect during which such persons shall hold such position on probation,
- (b) such period shall be 12 months, but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall 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 persons is satisfactory,
- (d) the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts,
- (e) there will be assessments 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.

### **Residence**

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance, thereof.

### **Annual Leave**

The current annual leave entitlement is **30 days**. Granting of 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.

### **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.

### **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.

### **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.

**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 a disciplinary action.

**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. 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. 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**

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position. All applications must be **TYPED**, and the form filled out in full. Handwritten submissions will **NOT** be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

### ***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.

### ***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.

### ***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.

### ***After the Interview***

Carlow County Council will automatically advise you of the result of the interview. This may be done by letter and will include a copy of your individual marking sheet which will include the marks awarded to you for the various competencies at interview and any comments made by the Interview Board.

### ***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***