



COMHAIRLE CONTAE
CHEATHARLACH

CARLOW COUNTY COUNCIL

CANDIDATE INFORMATION BOOKLET – COMMUNICATIONS OFFICER (Grade VII)

CLOSING DATE: 12 noon on Monday 2nd November 2026

FOUR 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 to confirm your eligibility for this 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.

QUALIFICATIONS FOR THE POST

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

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

- a) Hold a third level qualification in communications, public relations, public affairs, journalism or marketing and;
- b) Minimum of 5 years relevant experience in a senior communications, public relations, public affairs or journalism role.
- c) **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.

The ideal candidate shall:

- Have experience in the development and management of communication strategies, preferably in a public service organisation;
- Demonstrate strong initiative, presentation, relationship building and strategic planning skills;
- Have excellent written and verbal communications skills and an awareness of the importance of accuracy and attention to detail;
- Have excellent communication and interpersonal skills, with a positive and professional attitude;
- Experience in digital communications;
- Experience in visual graphics;
- Have experience of handling press and media relations;
- Have the ability to think creatively and deliver engaging content;

- Have the ability to work as part of a team with strong customer service focus and be dedicated to providing quality and excellent service;
- Have the ability to work under pressure and to strict deadlines;
- Have the ability to take ownership of issues/tasks and work on own initiative;
- Have the ability to manage and supervise staff, including managing performance;
- Be flexible regarding working hours and unsociable hours including weekends and bank holidays;
- Be committed to self-development and be enthusiastic about acquiring new skills and embracing new technologies;
- Have an understanding of the changing operating environment of the local authority and be capable of leading and implementing change in order to deliver quality services to our citizens;
- Have experience in the organisation of corporate events;
- Have knowledge and experience of operating ICT systems;
- Have an understanding of the importance of ensuring strong ethical standards are set and maintained;
- Have an awareness of legislation and regulations in the area of Health and Safety and in Data Governance, their implications for the organisation, the employee and their application in the workplace;
- Have a strong interest in current affairs and an awareness of the local government sector.
- Proficient competency both written and verbal in the use of the Irish Language is desirable.

THE ROLE

Carlow County Council continuously reviews and seeks to improve communication and engagement with the public in the delivery of quality public services. The overall aim of the Council is to ensure that there is clear, consistent and appropriate communication between the Council and relevant stake holders both within and outside of the organisation. The successful candidate will lead the delivery and implementation of a communication strategy to ensure the objectives of the Council are achieved to the highest standard. The Communication Officer will work with each department within the Council to publicise events, make people aware of new policy initiatives and provide citizens with the information required to fully avail of the Council's range of services. The Communications Officer will work under the direction and management of the Senior Executive Officer, Corporate Services, or any other employee designated by the Director of Services or Chief Executive as appropriate. The role of Communications Officer involves supporting managers and colleagues and working as part of a team in meeting work goals and objectives and delivering quality services to internal and external customers.

The general duties of the position shall include the following:

- Taking a lead role in developing and driving the Council's communication strategy and aligned communications plans;
- Taking a lead role in the strategic and policy-making decisions of Carlow County Council in relation to communications;
- Developing and implementing engagement and promotion strategies for various Council committees, forums and projects;
- Coordinate and manage the Council's Irish language obligations, including responding to Irish language correspondence and supporting compliance with relevant language legislation, policies and service requirements;
- Maximizing digital communications opportunities;
- Assist in the development and management of the Council's communications, internally and externally;
- Supporting the ongoing product, content and marketing management of the Council's website;
- Managing proactive and reactive media engagement on behalf of the Council;

- Assisting with public relations, including media queries, monitoring news coverage, and maintaining good working relations with the media;
- Influencing and providing support to ensure high-quality communications, ensuring the Council's brand guidelines are embedded across the organisation and working with colleagues to identify and advance strategic priorities through PR and communications initiatives;
- Co-ordinating development of key publications, drafting and editing speeches, statements, press releases, website content and other communication materials;
- Event management including supporting and managing the organisation of conferences, launches, photocalls, briefings etc.;
- Be responsible for creating, editing and publishing engaging accurate and up to date information on the Council, with the aim of creating an overall positive user experience across our digital channels;
- Develop and create written, visual and audio-visual content and campaigns for digital channels;
- Write compelling and engaging digital copy ensuring that the content is consistent with the relevant brand voice, style and tone;
- Liaise with external organisations and internal departments to gather new content and to advise on the best way to present the content to a digital audience, including through Plain English;
- Moderate and audit existing website content to ensure that it is accurate and up to date and presented in an appealing and interesting manner;
- Manage user-generated content;
- Source, commission and edit images and videos for online content;
- Proactively liaise with colleagues and other stakeholders to encourage them to write relevant and interesting content;
- Enhance knowledge within the organisation towards the delivery of high-quality digital content, particularly in relation to best practice content design strategy, user experience, search engine optimization and digital audience generation and growth;
- Support in the development, application and maintenance of website standards – with particular reference to accessibility, language and data protection;
- Support the development of policies, protocols, templates and other documentation for the communications function;
- Regular analysis and reporting on digital communications activities, and implementing change from the results of analysis;
- Keeping up to date with the overall development of communications and emerging issues/progress in the area;
- Overseeing the organisation of corporate and civic events;
- Management and supervision of staff where assigned;
- Plan, develop and prioritise work programmes;
- Motivate, empower and encourage staff;
- Ensure full compliance with all organisational policies and procedures;
- Support implementation of good practices with transparent reporting and communications and to deliver accountable services in the department/Council;
- Compile, prepare and present as necessary, including preparation of reports or correspondence, including those which may be of sensitive and/or confidential nature;
- Support the evaluation of the delivery and impact of communications activities;
- Undertake any other duties and responsibilities as may be required from time to time.

Please note that the above are intended to describe the general nature and level of work expected. It is not intended to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the position.

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.

Key Competencies for the post of Communications Officer include the following and 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:

Management and Change	• Demonstrates innovation and creativity to secure successful strategic outcomes • Effectively manage the introduction of change and demonstrate flexibility and openness to change.
Delivering Results	• Develops realistic and challenging team plans which are consistent with the local authority's stated values and policies together with review processes to ensure that all relevant operations support the Council's mission and vision • Plan and prioritise work and resources effectively. • Establish high quality service and customer care standards. • Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. • Create opportunities or overcome obstacles by rethinking or reconceptualizing practices or procedures.
Personal Effectiveness, Personal Motivation & Initiative	• Adopts a positive and constructive approach to work. • Sets challenging standards and achieves high quality outcomes. • Responds positively to the challenges of the role. • Manages own time effectively to achieve objectives.
Communicating Effectively	• Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills. • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. • Writes fluently, clearly structuring written communication and demonstrates experience of report writing and correspondence in non-routine work situations. • Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals / agencies
Relevant Knowledge & Experience	• Understanding of the role of Communications Manager in the Local Authority • Relevant experience including media and public relations experience • Knowledge of local authority services and communication strategies • Experience of strategic communications and marketing. • Possess media and administrative experience of a high standard • Understanding the role and duties in safety management in the workplace

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 Communications Officer is analogous to the Administrative Officer (Circular Letter EL 04/2026) as follows:

€61,217 – €62,716 - €64,464 - €66,219 - €67,973 - €69,541 - €71,146 – €72,702 – €74,253 – €76,910 (LSI 1) – €79,583 (LSI 2)

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 hour working week, hours may vary from time to time. Carlow County Council operates a flexible time scheme with the earliest starting time of 8.00 a.m. and the latest start time of 10.00 a.m., 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.

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.

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.

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.

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.

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 organisation 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.

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