Comhairle Contae Chill Dara
Kildare County Council

FOR OFFICE USE ONLY	
Competition ID number:	**646**
Applicant Number:	
Signed:	
DL:	
Entered:	

Applicant Name:

Application for the post of:

Library Caretaker

NOTES:

1. Please return this application form fully completed including a handwritten signature to Human Resources Department, Kildare County Council, Áras Chill Dara, Devoy Park, Naas, Co. Kildare or in PDF format **by email** to jobs@kildarecoco.ie so as to arrive **not later than 4.00 p.m. on 10th December 2026.**

   The receipt of application by email is preferable.

2. Please include 'Library Caretaker' as a reference in the subject line before emailing the application.

3. **A full manual Driving Licence for Class B Vehicles** is required for this position. Please attach a copy of your driving licence to your application.

4. Before you return the form, please ensure that you have completed all sections and that you have signed the declaration at the end of the form.

5. Please note that you may be asked to provide evidence of the National Framework of Qualifications level of your qualifications and copy certificates verifying qualifications. The onus is on candidates to establish eligibility in this application form.

6. Canvassing by or on behalf of the applicant will automatically disqualify.

7. Please note applicants may be shortlisted on the basis of the information supplied on this application form.

8. When completing this application form, please continue on additional pages if necessary, setting out the information in the same manner as indicated. **Please do not insert an attachment directly into the body of the application form.**

9. Queries may be made to Human Resources Section, Kildare County Council, Áras Chill Dara, Devoy Park, Naas, Co. Kildare - (045) 980740 or email at jobs@kildarecoco.ie

KILDARE COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

FOR OFFICE USE ONLY – DATE RECEIVED	FOR OFFICE USE ONLY – DATE SCANNED

SECTION A – PERSONAL DETAILS	
Surname:	**Forename (s):**
Address for correspondence purposes:	**Home Telephone:**
	Mobile Tel Number:
Eircode:	**Email address:**

Do you hold a current Driving Licence? Please enter YES or NO	
Please supply a colour copy of your Drivers Licence with your application form	
If you answered YES to above, please enter Category of Licence	

Please tick the area(s) you are applying for

- **North Kildare** ☐

(positions may be based at Celbridge, Clane, Leixlip or Maynooth Library)

And/Or

- **South Kildare** ☐

(positions may be based at the Riverbank, Athy, Kildare Town, Naas or Newbridge Library)

Please note – Successful candidates will be required to report to their place of work by their own means of transport and at their own expense

Surname:	Forename (s):

SECTION B – EDUCATION, QUALIFICATIONS and TRAINING

GENERAL EDUCATION:

Dates		Name of Secondary School (s):	Examinations Taken	Subject	Results
From	To				

ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS:

Dates		College	Title of Qualification Obtained	Grade	Level in the National Framework of Qualifications*
From	To				
Awarding Institution:				Date Awarded:	
Final Year Examination Subjects:					

Dates		College	Title of Qualification Obtained	Grade	Level in the National Framework of Qualifications*
From	To				
Awarding Institution:				Date Awarded:	
Final Year Examination Subjects:					

Surname:	Forename (s):

Dates		College	Title of Qualification Obtained	Grade	Level in the National Framework of Qualifications*
From	To				
Awarding Institution:				Date Awarded:	
Final Year Examination Subjects:					

TRAINING COURSES UNDERTAKEN:

Course Title(s)	Year	Duration

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:

Surname:	Forename (s):

SECTION C – EMPLOYMENT RECORD

*Please give below, in date order **(starting with your current employer)** full details of all employment between the date of leaving school or college and the present dates. Please do not leave any period between these dates unaccounted for. If necessary, continue on a separate sheet, setting out the information in the same manner as below. Where you have moved within an Organisation or were promoted, you should list this as a separate employment entry.*

Employer:				
Address:				
Nature of Business:				
Position Held:			**Grade (if applicable):**	
Temporary or Permanent:			**Part time or Full Time:**	
Dates:	***From***	***To***	**Duration in months:**	
			Current Salary:	
Description of main duties and responsibilities				
Reason for leaving:				

Employer:				
Address:				
Nature of Business:				
Position Held:			**Grade (if applicable):**	
Temporary or Permanent:			**Part time or Full Time:**	
Dates:	***From***	***To***	**Duration in months:**	
Description of main duties and responsibilities				
Reason for leaving:				

Surname:	Forename (s):

Employer:				
Address:				
Nature of Business:				
Position Held:			**Grade (if applicable):**	
Temporary or Permanent:			**Part time or Full Time:**	
Dates:	***From***	***To***	**Duration in months:**	
Description of main duties and responsibilities				
Reason for leaving:				

Employer:				
Address:				
Nature of Business:				
Position Held:			**Grade (if applicable):**	
Temporary or Permanent:			**Part time or Full Time:**	
Dates:	***From***	***To***	**Duration in months:**	
Description of main duties and responsibilities				
Reason for leaving:				

Employer:				
Address:				
Nature of Business:				
Position Held:			**Grade (if applicable):**	
Temporary or Permanent:			**Part time or Full Time:**	
Dates:	***From***	***To***	**Duration in months:**	
Description of main duties and responsibilities				
Reason for leaving:				

Surname:	Forename (s):

SECTION D – DETAILS OF RELEVANT EXPERIENCE

PERSONAL STATEMENT:

Please include a brief statement outlining why you wish to be considered for the position and where you feel your skills and experience meet the requirements of the position.

Please limit your answer to 200 - 300 words.

Surname:	Forename (s):

SECTION E –ADDITIONAL INFORMATION

REFEREES:

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)

Name:	
Position Held:	
Address:	
Contact Tel No.:	
Nature of Relationship:	
Name:	
Position Held:	
Address:	
Contact Tel No.:	
Nature of Relationship:	

Have you any objections to Kildare County Council contacting your present and/or previous employers? **YES/NO**

Are you in receipt of a superannuation allowance in respect of previous employment in the Public Service? **YES/NO**

If yes, please give details of pension and date granted**:** _____
If yes, please also check with the authority paying your pension to confirm what effect this employment would have on your current pension payment.

Have you ever accepted voluntary redundancy/early retirement from a local authority or any other Public Service organisation by which you were employed? **YES/NO**

If yes, please give details: _____

- **Copy of Driving Licence enclosed?** ☐
- **All pages of application form enclosed including front page?** ☐

Candidates must apply using an application form.
Submission of a CV without an accompanying application form will not be accepted.

I certify that the information furnished in this application form is correct and I hereby authorise Kildare County Council to seek any additional information they may require in connection with my application for the post.

Signature: _____ **Date:** _____
(only handwritten signature acceptable for hard copy applications).

Data Protection Act 2018 (as amended)

Surname:	Forename (s):

PRIVACY STATEMENT

Who are we?
Kildare County Council (the Council) is the democratically elected unit of Local Government in County Kildare and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Kildare we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past; current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect process and use certain types of personal data to comply with regulatory or legislative requirements or to carry out functions in the public interest.

Why do we have a Privacy Statement?
This privacy statement has been created to demonstrate the Council's commitment that personal data you may be required to supply to us, to enable us to provide services, is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy at
http://kildare.ie/CountyCouncil/DataProtection/ or you can request a hard copy at 045 980 200.

What is the activity referred to in this Privacy Statement?
Recruitment and selection process - job applications processing to shortlist, interview and form a panel of candidates to facilitate the offering of a post to candidate.

What is the basis for making the processing of this personal data lawful?
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Kildare County Council in accordance with Article 6(1)(e) of the General Data Protection Regulation, 2016. Specifically the lawful basis for this process are the Local Government Acts, 2001 – 2014, Department of Environment, Community and Local Government Circulars, Equality Acts, Public Service Management (Recruitment & Appointments) Acts.

We require contact details
In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

What other types of personal data do we need to undertake this activity?

Surname:	Forename (s):

Depending on the nature of the position advertised some or all of the following may be required: Name; address, telephone number (work, home and mobile), email address, educational history, training courses completed, previous employment details (employer, salary, periods of employment and reason for leaving), information to demonstrate if are you suitable for the advertised position, if you hold a driver licence and its category, information relating to any early retirement scheme and superannuation details, name and contact details of referees.

What will happen if the personal data is not provided?
Only fully completed application forms can be processed and considered.

Am I the only source of this personal data?
In some instances to assist with the delivery of the activity or to comply with regulatory or legislative requirements, personal data is sourced from a third party. This **DOES NOT APPLY** to this activity.

Is personal data submitted as part of this activity shared with other organisations?
The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Sharing **applies** to this activity.

Data is shared with:

a) A Short listing board receive the applicant's submitted information to assist with the short listing process.
b) An external organisation (if procured) will receive the applicants contact details to organise an aptitude test.
c) The interview board receive the information submitted by the applicant to assist with the interview process.
d) Other HR processes - the information of the successful candidates will be forwarded to other processes within Kildare County Council relating to the next stage in the appointment process. The information relating to this activity is described in the relevant Privacy Statement.

Data **IS NOT** transferred to another country.

Data is transferred to: **NONE**

How long is my data kept for?
The Council has a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. A copy of Record Retention Policy can be accessed via the following link: **http://www.lgma.ie/sites/default/files/2002_national_retention_policy_for_local_authority_records_2.pdf** Candidate information is retained for 1 year after the expiration of the Panel for the position. A panel is formed for one year and may be extended for up to one additional year.

Do you need to update your records?
Kildare County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

Surname:	Forename (s):

In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this.

If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

Writing to us at: Kildare County Council, Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F. Emailing us at customercare@kildarecoco.ie.

When making a request to update your record please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc.

Your rights:
You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council. You also have the right to data portability where technically feasible.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights logon to **http://kildare.ie/CountyCouncil/DataProtection/**, use one of the forms at our Counter or contact us.

Kildare County Council - Access to Information Officer

Phone	045 982 200
E-mail	dataprotection@kildarecoco.ie or customercare@kildarecoco.ie
Postal Address	Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F.

Right of Complaint to the Data Protection Commissioner
If you are not satisfied with the outcome of the response received by the Council you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website is **www.dataprotection.ie** or you can contact their Office at:

Lo Call Number	1890 252 231
E-mail	info@dataprotection.ie

Surname:	Forename (s):

Postal Address	Data Protection Commissioner Canal House Station Road Portarlington, Co. Laois. R32 AP23.

Changes to Privacy Statement

We may make changes to this Statement. If we make any changes they will be posted on this page and we will change the "Last Updated" date below. **THIS PRIVACY STATEMENT WAS LAST UPDATED ON 24th May 2018.**