



## Cork City Council Guidelines for Completion and Submission of Application Forms

**Please read the guidelines below before completing the application form.**

### Application Form Submission Instruction Through submit.com

Submit is an online platform which allows candidates to view and apply for current vacancies advertised by Cork City Council's Recruitment Team.

Only applications on the **Official Application Form** will be considered. To access and complete an application for a specific post please visit [submit.com](http://submit.com), and follow the instructions. Applicants are required to submit their applications electronically through Submit and should retain a copy of their application form for their own personal reference.

**Completed application forms must be submitted before the accompanying deadline advertised on each vacancy.**

Candidates should not email CVs or other related documents with their applications unless otherwise instructed – any attachments will not be considered and may not be returned.

1. Each competition has a closing date for the return of the completed application forms, candidates should ensure that they submit their application form before the advertised deadline **(GMT)**. Late applications **cannot be submitted**.
2. Only information contained in the application form will be considered. You must ensure that your application gives clear evidence of your knowledge, skills, education, experience, and competencies.
3. **Education and Training** – Please ensure that you meet the minimum requirements for the post as per the qualifications for the post. We advise candidates to be as specific as possible in relation to this field. Please note that the onus is on applicants to prove they have the qualifications detailed in the accompanying Job Specification/Candidate Information Booklet.

Education: Please ensure that you input the level of education obtained. If you are unsure of what level of education, you obtained please contact the relevant education institution for confirmation. If your qualification was obtained anywhere other than Ireland, you can check the level of your education by contacting <https://www.gqi.ie/Articles/Pages/Qualifications-Recognition.aspx>

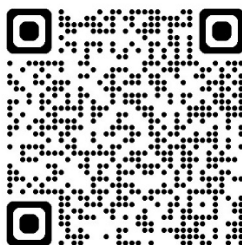
**Thank you for your interest in working with Cork City Council**

4. **Membership of Professional Institutions:** If the post in question refers to a requirement for Membership of a Professional Institution, please correctly state the name of the institution of which you are a member.
5. **Career History** - Please state, in order from present day to first, employment details of the positions you have held (either part-time or full-time). It is important to give full details. Please input the year and month (from and to). This information may be used to calculate length of service in a relevant role for the post for which you are applying for.
6. **Competency Assessment** - Candidates will be expected to demonstrate sufficient evidence of their competence under each heading on their application form. Candidates are advised to use the breakdown provided under each competency heading as guidance to form their answers. A competency-based application form allows you to describe your relevant experience to date that demonstrates certain competencies required for the position you are applying for. For each area, we advise you to provide a recent specific example of your achievements. You should limit your example to no more than 300 words and ensure that you provide specific details about the task or project, your role and the outcome. The competencies required are outlined under the competency framework in the Job Specification/Candidate Information Booklet for the post.
7. **Additional Information** – This section of the form may be used should you wish to indicate any particular experience, innovation or achievements you consider the interview board should be aware when assessing your application and any specific grounds under which you feel you are suitable for the position outlined in the Job Specification/Candidate Information Booklet.
8. Candidates should be aware that interviews may be held within a short period of the closing date for receipt of completed application forms.

**Application Form Checklist:**

1. Application Form Completed in Full.
2. Copy retained for your records.
3. Fully read the Job Specification/Candidate Information Booklet including GDPR Statement.

Please direct any queries you may have in relation to the competition to a member of the Recruitment Team by emailing [recruitment@corkcity.ie](mailto:recruitment@corkcity.ie)



[submit.com](https://submit.com)

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