**Clerical Officer Recruitment**

**Expression of Interest for the Post of Clerical Officer**

The purpose of this recruitment campaign is to form a Clerical Officer panel from which full-time, permanent and contract posts may be filled. A [**candidate information booklet**](https://www.cavancoco.ie/file-library/your-council/recruitment/clerical-officer-candidate-information-booklet-2023.pdf), which outlines the qualifications for the post and additional information, is available to download.

Expressions of Interest are invited from suitably qualified persons for inclusion in this recruitment campaign through completion and submission of the form below.

The closing date for submission of completed Expression of Interest form is: **midnight** on Sunday**15th September, 2024**

* [**Clerical Officer Candidate information booklet 2024**](https://www.cavancoco.ie/file-library/your-council/recruitment/clerical-officer-candidate-information-booklet-2023.pdf)
* [**Clerical Officer Advert 2024**](https://www.cavancoco.ie/file-library/your-council/recruitment/clerical-officer-advert-2023.pdf)

If you have any queries regarding this competition, please contact **jobs@cavancoco.ie**

Please complete all sections of this form before submission

Top of Form

Forename

Surname \*

Address line 1 \*

**?**

Address line 2 \*

**?**

Address line 3 \*

**?**

Address line 4

**?**

Eircode \*

**?**

Mobile Number \*

**?**

Email Address \*

Are you authorized to work in the Republic of Ireland? \*

**?**

YesNo

Do you need a reasonable adjustment in respect of a disability \*

**?**

YesNo

Checklist \*

**Checklist for Completion prior to Submission of Expression of Interest**

* Ensure you have answered ALL questions fully and correctly.
* Ensure you have given your correct email address and mobile telephone number as correspondence will be by email/sms only.
* Expressions of interest received by post/fax and expressions of interest received after the closing date/time specified WILL NOT be accepted.
* Cavan County Council reserves its right to shortlist candidates in the manner it deems most appropriate, which may include interview and/or assessment test to be conducted by a recruitment agency on behalf of Cavan County Council.
* If you have any queries please email the recruitment section at jobs@cavancoco.ie
* Cavan County Council is an equal opportunities employer
* Canvassing will automatically disqualify

I Agree

Confirm \*

By submitting this expression of interest I am declaring that I have read the Candidate Information Booklet and qualifications for the post of Clerical Officer and I meet the minimum required qualifications for the post. I accept that I may be contacted by a third party by email or by text on behalf of the Council, and give my permission for the details submitted to be shared for the purposes of any assessment testing which may be undertaken as part of this process. You will receive an automatic reply to acknowledge receipt of this submission.

Yes

Bottom of Form