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| **RE0006** |

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**Competition ID. Candidate No.**

Insert passport style photo here.

- headshot

- high-resolution

- plain background

**(Official use only.) (Official use only.)**

**Please ensure you read the checklist information on the last page of the application form before completing this document.**

**Section A: Applicant’s Details**

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1. First Name:

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2. Surname:

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3. Address:

4. Home Telephone Number and Other Contact Number (Mobile):

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5. Email Addresses:

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6. If a candidate requires any reasonable accommodations to be made at any stage of the selection process, the candidate should set out the requirements below and Revenue will make the necessary arrangements. Alternatively, a candidate can email [CSDOpenRecruitment@revenue.ie](mailto:CSDOpenRecruitment@revenue.ie)

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7. Please indicate if you wish to claim proficiency in Irish, please refer to section 6.7 in the information booklet: Yes No

8. Please confirm your eligibility to compete in this competition, as per Section 15 of the Information booklet, ‘Eligibility to Compete and Certain Restrictions on Eligibility’, by entering YES in this box. Please note you need to be eligible by the time of job offer, if successful in this competition.

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**Section B: Relevant Qualification**

Please state below your relevant qualification for this competition as per Section 5 “Essential Entry Requirements” in the Candidates’ Information Booklet.

Please note that you are only required to give basic information in this section **(Section B).** Further details and any additional qualifications must be declared in **Section E – Education** of this form.

**Please be advised candidates must have obtained the relevant qualification by the time of any job offer.**

**9.**

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| --- | --- | --- | --- | --- | --- |
| **Qualification Title (as per transcripts)** | **NFQ Level** | **Name of Awarding Body** | **Qualification** | | |
| **Date Qualification Obtained** | **OR** | **Date Qualification Expected to be Obtained** |
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10. **I have read the Information Booklet and confirm that I am eligible to start working in Revenue from March 2023 and meet the essential entry requirements on or before the closing date of 15 December 2022. (Insert YES).**

**OR**

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11. **I have read the Information Booklet and confirm that I will be eligible to start working in Revenue from September 2023 and will meet the essential entry requirements on or before 30 August 2023. (Insert YES).**

**Section C: Current / Most Recent Employment**

Please note that you are only required to list **one employment position** in this section **(Section C).**

All employment/internship history, including the information given in this section, must be detailed in full in **Section F – Employment** of this form.

12. **Current / Most Recent Employment**

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| --- | --- | --- | --- | --- |
| **Name of Organisation** | **Title of Post Held** | **From (Month-Year)** | **Until (Month-Year)** | **Reason for Leaving Employment** |
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**Section D: Location Information**

Existing teams are currently based in Dublin, Limerick, and Castlebar. It is expected that successful applicants will be based in one of these locations.

You must only select a location where you would be prepared to take up a position. **You may select up to 3 locations and must indicate your order of preference.**

Please be mindful that you should only select locations where you would be willing to serve. Please also note you may not change your location preferences after the closing date of this competition.

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| **Location** | **Candidate’s Preference** |
| **Dublin** |  |
| **Limerick** |  |
| **Castlebar** |  |

Revenue has many flexible and family-friendly working policies which include opportunities for blended working. While requests for blended working arrangements may be facilitated, some office attendance will be required in all roles, in line with business needs.

**Section E: Education**

**Education including Academic, Professional or Technical Qualifications (most recent first). Please include information already supplied in Section B of this form.**

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| **School, College, University or Examining Authority** | **Title of Qualification Obtained (as per transcripts)** *(e.g. BBS Accounting and Finance)* | **Year Qualification Obtained** | **Grade obtained** *(e.g. Pass; Honour; 2.2; 2.1; 1; etc.)* | **Qualification Level on the Irish NFQ (or equivalent)** |
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**Section F: Employment**

**Give full particulars of all previous employment (most recent first). Include the employment information given in Section C of this form.**

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| **Name of Division/Branch/ Company etc** | **Title of Post held** | **Salary & Brief Description of Duties** | **From**  **(Month, Year)** | **To**  **(Month, Year)** | **Reason for leaving employment** |
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**Section G: Application Form – Key Achievements Section**

**NB. Please consider carefully the information provided in Candidate Information Booklet before completing this section.**

In this section of the application form we are interested in finding out what you consider to be the key strengths and achievements, which make you particularly suitable for the role of Administrative Officer (ICT) in Revenue.

The information you provide **may** form part of a shortlisting process and will also be used to help structure your interview, if you are invited to one. In this instance the interview board will question you in detail about the information you provide, with particular reference to the actions you took and your reasoning for doing so.

**1. Give a brief statement up to a max of 400 words of how you manage and progress project(s) and activities successfully, while ensuring that all outputs are delivered to a high standard and in an efficient manner.**

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**2. Provide details and examples up to a max 400 words of where you used effective communication skills including both in writing and the ability to speak credibly and authoritatively, in areas of your own expertise**

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**3. Give a brief summary of up to a max of 400 words of any experience relative to the areas set out in Appendix 1 of the Candidate’s Information Booklet, that may apply**

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**4. Provide details and examples, of up to a max of 500 words of your technical skills acquired through work experience/college/ post-graduation, and also your knowledge of emerging technologies, and technologies that will impact on the IT industry in future years**

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**5. I confirm that I have not exceeded the word count in Section G above (insert Yes):**

**Checklist information**

Before submitting this form, please ensure that the following is correct:

**Completing the Form (MS Word Format only)**

I have:

* not changed the layout, format or text-alignment of Sections A-D on pages 1-3 of the form and I have not added any rows or columns to the table fields on those pages (the tables in Section G may be moved if necessary)
* fully completed **all sections** of the form (incomplete forms will not be accepted)
* inserted a passport style headshot photograph on page 1 [**How To Insert A Photo**](https://www.revenue.ie/en/corporate/documents/careers/how-to-resize-photo-application-form.pdf)
* saved the completed application form in **Word format** with the title “AO ICT 2022 - your name” - other formats e.g. PDF will **not** be accepted
* have consulted the Information Booklet when completing this form, particularly Section 5 Essential Entry Requirements
* have entered YES in Section B.10 or B11 as a declaration of my eligibility
* not exceeded the wordcount in Section G and have stated YES in the declaration at G5.

**Submitting the Form**

* please note, it is not advisable to submit more than one version of your application form. If more than one version is received before the closing date and time, **only** the most recent version will be used in the competition
* earlier versions, although submitted, **will not be processed** after the closing date and time
* incomplete forms or forms submitted in the incorrect format will not be processed
* no extensions will be given, and for this reason, it is crucial that you submit your application form **well in advance of the closing date and time**
* do not send a link to a file-sharing platform.

Please submit this form as an attachment, **in Word format,** by email with the subject line “AO ICT 2022 – Your Name” to the following address [Revenue\_Open\_Recruitment@revenue.ie](mailto:Revenue_Open_Recruitment@revenue.ie)

Closing Date and Time**:**  **Thursday, 15 December 2022, at 13:00**. Applications cannot be accepted after this date and time.