# Competition Application Form

**Before completing this form and for information on accessibility**, **please review the** [GUIDANCE ON COMPLETING THE FORM](#_GUIDANCE_ON_COMPLETING) **section at the end of this document.**

## PHOTOGRAPH AND OFFICIAL USE SECTION

|  |  |
| --- | --- |
| Competition ID (Official Use Only) | RE0030 |
| Candidate Number (Official Use Only) |  |

Textbox 1:Insert Photograph

Insert a high-resolution passport-style photo taken against a plain background into this textbox. [Inserting a Photo](https://revenue.ie/en/corporate/documents/careers/resize-insert-photo-restricted-editing.pdf)

## SECTION A: APPLICANT’S DETAILS

|  |  |
| --- | --- |
| **INFORMATION REQUIRED** | **YOUR ANSWER** |
| 1. **First Name**
 |  |
| 1. **Surname**
 |  |
| 1. **Address**
 |  |
| 1. **Telephone Number 1**
 |  |
| 1. **Telephone Number 2**
 |  |
| 1. **Email Address 1**
 |  |
| 1. **Email Address 2**
 |  |

**Reasonable Accommodation**: Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a candidate with a disability to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/ or readers. If a candidate requires any reasonable accommodations to be made at any stage of the selection process, the candidate should set out the requirement in the next table and Revenue will endeavour to make the necessary arrangements.

Alternatively, candidates can email CSDOpenRecruitment2@revenue.ie. Requests for reasonable accommodations must be outlined in advance; any matters brought to attention afterwards may not be taken into consideration.

|  |  |
| --- | --- |
| **INFORMATION REQUIRED** | **YOUR ANSWER** |
| 1. **Reasonable Accommodation**
 |  |

## SECTION B: PANEL PREFERENCE

Please indicate, in order of preference, which of the following panel(s) you wish to be considered for, should you be successful in this competition. Please indicate your order of preference by numbering your choices 1, 2, and 3 where relevant. If selecting only one, enter 1. Do not enter X.

|  |  |
| --- | --- |
| **PANEL** | **PREFERENCE** |
| 1. ICT – Software Development (Dublin, Limerick, and Castlebar)
 |  |
| 1. ICT – Technical Architecture & Infrastructure (Dublin only)
 |  |
| 1. Data Analytics (Dublin, Limerick, and Cork)
 |  |

## SECTION C: RELEVANT QUALIFICATION AND DECLARATIONS

In the following three tables, please state **one qualification** (complete official title as per transcripts) for your chosen panel(s), which would deem you eligible for the role(s) for which you are applying as per Section 5 of the Information Booklet (Essential Entry Requirements and Date).

Please include the **course code, CAO or equivalent,** if available. To determine the Irish National Framework of Qualifications level (or equivalent) of your qualification, please visit the [NFQ website](https://urldefense.com/v3/__https%3A/www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications__;!!Lbhp7Nn6!R7X6zCcfZQhuAa8HKlUZ7NOQBaVuptdYUK6IFCYv_DczsEXbWekd3UTbPb9XPLxa7NZ0pbqw-IsY5H5QwvpEfsUxL4k$). Your complete education history must only be listed in Section F: Education.

### Panel 1: ICT – Software Development (Dublin, Limerick, and Castlebar)

|  |  |
| --- | --- |
| **INFORMATION REQUIRED** | **YOUR ANSWER**  |
| 1. **Relevant Qualification**
 |  |
| 1. **NFQ Level**
 |  |
| 1. **Name of Awarding Body**
 |  |
| 1. **Please state** the relevance **of this** qualification to the **Essential Entry Requirements**
 |  |

### Panel 2: ICT – Technical Architecture & Infrastructure (Dublin only)

|  |  |
| --- | --- |
| **INFORMATION REQUIRED** | **YOUR ANSWER**  |
| 1. **Relevant Qualification**
 |  |
| 1. **NFQ Level**
 |  |
| 1. **Name of Awarding Body**
 |  |
| 1. **Please state** the relevance **of this** qualification to the **Essential Entry Requirements**
 |  |

### Panel 3: Data Analytics (Dublin, Limerick, and Cork)

|  |  |
| --- | --- |
| **INFORMATION REQUIRED** | **YOUR ANSWER**  |
| 1. **Relevant Qualification**
 |  |
| 1. **NFQ Level**
 |  |
| 1. **Name of Awarding Body**
 |  |
| 1. **Please state** the relevance **of this** qualification to the **Essential Entry Requirements**
 |  |

Please answer the competition eligibility and proficiency in Irish statements in the following table.

|  |  |
| --- | --- |
| **DECLARATIONS** | **YOUR ANSWER** |
| 1. **I have read the Information Booklet and confirm that I am eligible as per Section 5 Essential Entry Requirements (insert YES**).
 |  |
| 1. Please refer to Section 15 of the Information Booklet ‘Eligibility to Compete and Certain Restrictions on Eligibility’. Successful candidates must be eligible by the time of a job offer. Confirm your eligibility **(insert YES** or **EXPECT TO BE ELIGIBLE**).
 |  |
| 1. **Please refer to Section 6.7 of the Information Booklet and indicate if you wish to claim proficiency in Irish (Insert YES or NO).**
 |  |

## SECTION D: CURRENT/ MOST RECENT EMPLOYMENT

Please state only your **current or most recent** employment position in the following table. Your complete employment/ internship history must only be listed in Section F: Employment.

|  |  |
| --- | --- |
| **INFORMATION REQUIRED** | **YOUR ANSWER** |
| 1. **Name of Organisation**
 |  |
| 1. **Title of Post Held**
 |  |
| 1. **From (MM/YYYY)**
 |  |
| 1. **Until (MM/YYYY)/ Current**
 |  |
| 1. **Reason for Leaving** (Enter N/A if still in role)
 |  |
| 1. **Please confirm the employment category currently appropriate to you:**
* **Unemployed**
* **Student**
* **Private Sector**
* **Civil/Public Service**
* **Revenue**
 |  |

## SECTION E: LOCATION INFORMATION

Please state your location preferences for the panels you are applying for in the next two tables. For Panel 1 and Panel 3, you may choose up to a **maximum of two locations**. Please indicate your order of preference by numbering your choices 1 and 2. If selecting only one, enter 1. Do not enter X.

If applying for Panel 2, please note that Dublin is the only available location and, as such, there is no location table.

Please be mindful that you should only select locations where you would be willing to serve.  Please also note while you may not change your location preferences after the closing date of this competition, Revenue may, subject to business needs, offer posts in other locations which were not cited as location preferences at application stage. If this occurs, offers would be made in strict order of merit from the panel established. Revenue has modern, flexible, and family-friendly working policies, which include opportunities for blended working. In blended working arrangements, some office attendance in your location preference (and occasional attendance in Dublin) will be required in all roles, in line with business needs. Successful candidates are required to remain in their assigned location for a minimum of two years.

* Panel 1: ICT – Software Development

|  |  |
| --- | --- |
| **COUNTY** | **YOUR PREFERENCE** |
| Dublin |  |
| Limerick |  |
| Castlebar |  |

* Panel 3: Data Analytics

|  |  |
| --- | --- |
| **COUNTY** | **YOUR PREFERENCE** |
| Dublin |  |
| Limerick |  |
| Cork |  |

## SECTION F: EDUCATION

List your academic, professional, or technical qualifications in the following table with the **most recent first**. Include the details you have already provided in Section C.

Qualification titles should be as stated on your transcripts e.g., Bachelor of Science (BSc) in Computer Science. Please specify the grade obtained e.g., 1st, 2.1, 2.2, Pass, etc. To determine the Irish National Framework of Qualifications level (or equivalent) of your qualification, please visit the [NFQ website](https://urldefense.com/v3/__https%3A/www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications__;!!Lbhp7Nn6!R7X6zCcfZQhuAa8HKlUZ7NOQBaVuptdYUK6IFCYv_DczsEXbWekd3UTbPb9XPLxa7NZ0pbqw-IsY5H5QwvpEfsUxL4k$).

| **Year Obtained** | **Complete Official Title of Qualification** | **Grade**  | **Irish NFQ Level** | **School, College, University or Examining Authority** |
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## SECTION G: EMPLOYMENT

List current and previous employment in the following table with the **most recent first**. Include the details you have already provided in Section D.

| **Period** Employed **MM/YYYY to MM/YYYY** | **Name of Organisation / Division / Branch**  | **Job Title** | **No. of Direct Reports/ Staff** | **Salary and Brief Description of Duties** | **Reason for Leaving** (Enter N/A if still in role) |
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## SECTION H: KEY ACHIEVEMENTS SECTION

Before completing this section, please review the Candidate Information Booklet, paying particular attention to the following areas:

* Job Description
* Person Specification
* Appendix A: Competency Framework

In this section of the application form, we are interested in finding out what you consider to be your key strengths and achievements and how you feel they demonstrate your suitability for the role(s) of Administrative Officer – ICT and/ or Data Analytics Graduate in Revenue.

The information you provide may form part of a preliminary stage, such as a shortlisting process, in order to identify and progress those considered most likely to attain the required standard at interview.

If you are invited to interview, the information you provide in your application form will be used to establish the main topics for interview on which the interview board will question you in detail, with particular reference to any actions you took and your reasoning for doing so. You may also be asked to provide additional information regarding your experience/ expertise to determine your suitability.

All candidates must complete the following Personal Statement table. There are an additional three tables relating to Technical Expertise. Candidates should only complete the Technical Expertise tables that are relevant to the role(s) for which they are applying.

Please ensure that you adhere to the maximum word count for each section.

### PERSONAL STATEMENT

Successful candidates will be involved in the implementation and delivery of Revenue’s strategies and targets. Please provide a Personal Statement clearly outlining your understanding of the role(s) for which you are applying, along with relevant knowledge and experience that demonstrate your suitability.

|  |
| --- |
| **In completing this section, please give careful consideration to Sections 2 and 3 of the Candidate Information Booklet, as well as the competencies identified for the role in Appendix A. (Do not exceed 500 words.)** |
|  |

### TECHNICAL EXPERTISE PANEL 1: ICT – SOFTWARE DEVELOPMENT

Please provide a detailed outline of your technical/ specialist expertise relevant to this role.

|  |
| --- |
| **In completing this section, please give careful consideration to Sections 2 and 3 of the Candidate Information Booklet, as well as the competencies identified for the role in Appendix A. You should include specific expertise and any other technical skills** relevant to your college and/ or work experience t**hat demonstrate your suitability. (Do not exceed 400 words.)** |
|  |

### TECHNICAL EXPERTISE PANEL 2: ICT – TECHNICAL ARCHITECTURE & INFRASTRUCTURE

Please provide a detailed outline of your technical/ specialist expertise relevant to this role.

|  |
| --- |
| **In completing this section, please give careful consideration to Sections 2 and 3 of the Candidate Information Booklet, as well as the competencies identified for the role in Appendix A. You should include specific expertise and any other technical skills** relevant to your college and/ or work experience t**hat demonstrate your suitability. (Do not exceed 400 words.)** |
|  |

### TECHNICAL EXPERTISE PANEL 3: DATA ANALYTICS

Please provide a detailed outline of your technical/ specialist expertise relevant to this role.

|  |
| --- |
| **In completing this section, please give careful consideration to Sections 2 and 3 of the Candidate Information Booklet, as well as the competencies identified for the role in Appendix A. You should include specific expertise and any other technical skills** relevant to your college and/ or work experience t**hat demonstrate your suitability**. You **must also outline the significant quantitative component of your qualification** as per Section 5.c. of the Information Booklet (Essential Entry Requirements). **(Do not exceed 400 words.)** |
|  |

## **ADVERTISING SURVEY**

To assist us with our recruitment strategy, please let us know how you heard about this recruitment campaign by completing the next table. Please include as many options as apply.

|  |  |
| --- | --- |
| **INFORMATION REQUIRED** | **YOUR ANSWER** |
| Please select from the options below:* Revenue.ie
* Publicjobs
* Social Media (please specify platforms)
* Jobs.ie
* LinkedIn
* Career Fair/ Trade Event (please specify)
* Word of mouth
* Other (please specify)
 |  |

## CHECKLIST

Before submitting, please review your form and confirm each of the following by entering YES:

|  |  |
| --- | --- |
| **FORM CHECKLIST ITEM** | **YOUR ANSWER** |
| I have fully completed all sections of the form. (Incomplete forms will not be accepted.) |  |
| I have inserted a photograph into the textbox on page 1. |  |
| I consulted the Information Booklet, particularly Section 5 – Essential Entry Requirements, and have entered YES in Section C as a declaration of my eligibility. |  |
| I consulted the Information Booklet, particularly Section 15 – Eligibility to Compete and Certain Restrictions on Eligibility and have entered YES or EXPECT TO BE ELIGIBLE in Section C as a declaration of my eligibility. |  |
| I have reviewed the wordcount in Section H and I confirm that I have not exceeded the stated limit as exceeding this limit will result in my form not being processed. |  |
| I have saved my form in MS Word Format with the title “AO ICT and Data Analytics 2025 - Your Name”. |  |

## GUIDANCE ON COMPLETING THE FORM

### COMPLETING THE FORM

* We strongly recommend saving a copy of the Information Booklet and the application form template for future reference.
* This is a restricted editing document. The fields you are required to enter information into are identifiable by brackets and a yellow highlight. Should you have difficulty viewing your content and wish to hide the brackets and highlights, go to the REVIEW tab, select RESTRICT EDITING, and deselect the “HIGHLIGHT THE REGIONS I CAN EDIT” field. When you have finished entering your information, select the “HIGHLIGHT THE REGIONS I CAN EDIT” to ensure that you have completed all fields.
* You must fully **complete all sections** of the form with the information requested. **Please enter N/A if required**. Incomplete forms will not be accepted.
* If you wish to use bullet points, enter your content and press return so that the cursor is below the text. Using the mouse, select the text you wish to apply the bullets to. Go to the Paragraph group and select the required bullet style. Select the bullet points and use the Decrease Indent button in the Paragraph Group to set your preferred alignment.
* The table fields will automatically expand as you enter content. This document contains page-breaks.
* You are required to insert a passport-style headshot in the textbox located on the first page. This will be used to confirm your identity should you be invited to interview. For further information on how to do this, please access our instructions on [Inserting a Photo](https://revenue.ie/en/corporate/documents/careers/resize-insert-photo-restricted-editing.pdf).
* Consult the Information Booklet when completing this form, particularly Section 5 – Essential Entry Requirements, Appendix - Civil Service Competency Framework, and Section 15 – Eligibility to Compete and Certain Restrictions on Eligibility.
* **Do not exceed the wordcount limits** set for Sections H as to do so may prevent your application form from being processed. To check the wordcount go to the status bar at the bottom of your screen. Right click the status bar and click to select the Word Count check box. Highlight the text that you want to count and establish the number of words by viewing the status bar.
* Allow yourself plenty of time to complete and submit the form.
* Save the completed application form in **MS Word format** with the title “AO ICT and Data Analytics 2025 - Your Name” - other formats, e.g., PDF, will **not** be accepted.

### SUBMITTING THE FORM

* Incomplete forms or forms submitted in the incorrect format will not be processed.
* 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.
* 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.

### DEADLINE FOR SUBMISSION

Please submit this form by email as an **MS Word** attachment with the subject line “AO ICT and Data Analytics 2025 – Your Name” to the following address Revenue\_Open\_Recruitment4@revenue.ie

Closing Date and Time**: Tuesday, 12 August 2025 at 13:00.**  Applications cannot be accepted after this date and time.

### ACCESSIBILITY INFORMATION

We hope this form is as accessible to as many users as possible; however, some may require outside assistance with certain aspects of the form, such as inserting the photograph. Please note the following important information:

* Tab and Arrow Keys: Users with a preference for tab key navigation should note that the Restrict Editing setting on this document will limit your tab key navigation to the tables. You should use the up and down arrow keys to navigate the rest of the document. You may also need to press the Control button to navigate some or all of the document.
* Photograph: There is one textbox on the first page where you need to insert a photograph. The textbox is located on the left side of the page in the section entitled [PHOTOGRAPH AND OFFICIAL USE SECTION](#_PHOTOGRAPH_AND_OFFICIAL). For information on how to insert a photograph, please consult the [Inserting a Photo](https://revenue.ie/en/corporate/documents/careers/resize-insert-photo-restricted-editing.pdf) guide. To the right of the photo textbox, there is a table which is for official use only.
* Tables: There is a total of 19 tables in this form, including the one for official use only. To navigate this form, please ensure that table mode is enabled if appropriate to your particular type of assistive technology. For example, if you use JAWS, please access the list of tables by using the keys Insert + Ctrl + T and navigate by using the up or down arrows. Select the table you wish to edit by pressing Enter.
* Alternative Text (alt-text): All textboxes and tables contain an alt-text for use with screen readers.
* Should you have any queries about this form, please contact CSDOpenRecruitment2@revenue.ie.

To return to the start of the form, please access [COMPETITION APPLICATION FORM](#_Competition_Application_Form).