|  |
| --- |
| **RE0011** |

|  |
| --- |
|  |

 **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**

|  |
| --- |
|  |

1. First Name:

|  |
| --- |
|  |

2. Surname:

|  |
| --- |
|  |

3. Address:

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

|  |
| --- |
|  |

|  |
| --- |
|  |

5. Email Addresses:

|  |
| --- |
|  |

|  |
| --- |
|  |

6. If you require any reasonable accommodations to be made at any stage of the selection process, please let us know by stating your requirements below and we will make the necessary arrangements to assist you. Alternatively, you can email CSDOpenRecruitment@revenue.ie

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

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 you need to be eligible by the time of job offer if successful in this competition:

 **9.** I**ndicate below your area(s) of interest, in order of preference** (i.e., 1, 2, 3 etc).

|  |  |
| --- | --- |
| **Tax Head** | **Candidate’s Preference** |
| Capital Acquisitions Tax  |  |
| Capital Gains Tax  |  |
| Corporation Tax |  |
| Excise |  |
| Income Tax  |  |
| \*Property Taxes  |  |
| Stamp Duty  |  |
| Value Added Tax |  |
| Vehicle Registration Tax |  |

**\*Includes Local Property Tax, Residential Zoned Land Tax, Vacant Homes Tax**

**Section B: Relevant Qualification**

**10.** Please state **one qualification** in the table below, that deems you eligible as per Section 5 - Essential Entry Requirements in the candidate information booklet for this competition. It is extremely important that you include the date by which you have obtained your qualification in the field below.

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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Title (as per transcripts)** | **NFQ Level** | **Name of Awarding Body** | **Date Qualification Obtained** |
|  |  |  |  |

|  |
| --- |
|  |

**11. I have read the Information Booklet and confirm that I am eligible (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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organisation** | **Title of Post Held** | **From (Month-Year)** | **Until (Month-Year)** | **Reason for Leaving Employment** |
|  |  |  |  |  |

**Section D: Location Information**

This is a nationwide competition. Please indicate in order of preference (i.e. 1, 2,3) which of the following locations you wish to be considered for, should you be successful in this competition, you may only select a **maximum of 3 locations.**

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.

Revenue has many 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.

**13. Location Preferences:**

|  |  |
| --- | --- |
| **County** | **Candidate’s Preference** |
| Clare |  |
| Cork |  |
| Donegal |  |
| Dublin |  |
| Galway |  |
| Kerry |  |
| Kildare |  |
| Kilkenny |  |
| Limerick |  |
| Louth |  |
| Mayo |  |
| Meath |  |
| Monaghan |  |
| Roscommon |  |
| Sligo |  |
| Tipperary |  |
| Waterford |  |
| Westmeath |  |
| Wexford |  |

**Section E: Education**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section F: Employment**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Division/ Branch/Company etc.** | **Title of Post held** | **No. of Direct Reports** | **Salary & Brief Description of Duties** | **From****(Month, Year)** | **To****(Month, Year)** | **Reason for leaving employment** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 **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 Tax Specialist (Assistant Principal)

(Roles in Tax Policy & Legislation) 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.

In the following section, please provide the following information:

* Give a brief statement outlining an example of your experience under the requested topic, stating the nature of the task, your personal contribution and the outcome.

**1. Give a brief statement up to a max of 400 words outlining an example of your leadership style and approach and how you lead and maximise the contribution of the team as a whole, towards high performance and tangible positive outcomes.**

**2. Give a brief statement up to a max of 400 words including an example of how you analyse complex issues and evaluate data by using judgement and analytical and flexible thinking to make clear, timely and well-grounded decisions on important issues which may have wider stakeholder implications.**

**3. Give a brief statement up to a max of 400 words giving an example of how you manage and deliver results successfully, while ensuring that all outputs are delivered to a high standard and in an efficient manner.**

**4. Give a brief statement up to a max 400 words of where you used effective communication skills both in writing and the ability to speak credibly and persuasively, in areas of your own expertise while engaging with a range of stakeholders.**

**5. Provide details and examples, of up to a max 500 words of your specialist knowledge, expertise & self-development, particularly in relation to your chosen taxhead/s as listed above in Section A and separately of any experience performing legislative interpretations in the past and how you went about it and the impact of your work.**

|  |
| --- |
| **6. Drive and** **Commitment to Public Service Values - This competency will be assessed throughout the interview** |
| **An Assistant Principal*** Is self-motivated and shows a desire to continuously perform at a high level
* Is personally honest and trustworthy and can be relied upon
* Ensures the citizen is at the heart of all services provided
* Through leading by example, fosters the highest standards of ethics and integrity
* Demonstrates a clear affinity with Revenue’s culture and values.
 |

**6(i). Drive & Commitment to Public Service Values will be assessed throughout the interview.**

|  |
| --- |
|  |

**7. Please note that there is a maximum word count for each section, as indicated, and that exceeding this may result in an application not being considered. Please confirm that you have not exceeded the word count in Section G (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/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 “AP Tax Specialist Nationwide - 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.11 as a declaration of my eligibility
* not exceeded the wordcount in Section G and have stated YES in the declaration at G7.

**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 “AP Tax Specialist Nationwide – Your Name” to the following address Revenue\_Open\_Recruitment4@revenue.ie

Closing Date and Time**:**  **Friday, 27 January 2023, at 13:00.** Applications cannot be accepted after this date and time.