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| **RE0010** |

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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 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

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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

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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.

**Section B: Relevant Qualification**

Please state **one qualification** in Field 9, 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 D – Education** of this form.

9**.**

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| **Qualification Title (as per transcripts)** | **NFQ Level** | **Name of Awarding Body** | **Date Qualification Obtained** |
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As detailed in Section 5 of the competition Information Booklet, certain essential entry requirements must be met. In particular:

**To be eligible, candidates must at least, on or before 16 December 2022:**

be enrolled or be entitled to be enrolled\* as a Solicitor in the State or have been called to the Bar.

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10. Currently enrolled as a Solicitor in the State or have been called to the Bar **(YES/NO):**

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11. Date of enrolment with the Law Society of Ireland/called to the Bar (dd/mm/yyyy):

**\*Candidates must be enrolled with the Law Society of Ireland or have been called to the Bar prior to taking up appointment.**

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**12. 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 E – Employment** of this form.

**13. Current / Most Recent Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organisation** | **Title of Post Held** | **From (Month-Year)** | **Until (Month-Year)** | **Reason for Leaving Employment** |
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**Section D: 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 E: Previous 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 F: 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 Senior Legal Advisor (Assistant Principal) 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:

• Summarise your experience to date under the competency heading

• Describe one example that illustrates your competency under the heading, briefly describing the background/nature of the task, problem objective, what you did and the outcome.

**You should not exceed 300 words in any of the sections with the exception of Legal Knowledge, Expertise & Self-Development (where you should not exceed 600 words). Exceeding the maximum word count in these sections may result in an application not being considered.**

**You may adjust the position of the instructions and tables in the following pages to ensure all information is visible.**

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| 1. **Leadership**
 |
| **An Assistant Principal*** Actively contributes to the development of the strategies and policies of the Department/Organisation
* Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
* Leads and maximises the contribution of the team as a whole
* Considers the effectiveness of outcomes in terms wider than own immediate area
* Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
* Develops capability of others through feedback, coaching & creating opportunities for skills development
* Identifies and takes opportunities to exploit new and innovative service delivery channels.
 |

1 (a) Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 300 words)

1 (b) Describe one specific example that illustrates your competency (relevant to this role) under the heading, briefly describing the background/nature of the task, problem objective, what you did and the outcome. (Do not exceed 300 words).

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| 1. **Judgement,** **Analysis & Decision Making**
 |
| **An Assistant Principal*** Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
* Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
* Integrates diverse strands of information, identifying inter-relationships and linkages
* Uses judgement to make clear, timely and well-grounded decisions on important issues
* Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
* Takes a firm position on issues s/he considers important.
 |

2 (a) Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 300 words).

2 (b) Describe one specific example that illustrates your competency (relevant to this role) under the heading, briefly describing the background/nature of the task, problem objective, what you did and the outcome. (Do not exceed 300 words).

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| 1. **Management and Delivery of Results**
 |
| **An Assistant Principal*** Takes responsibility for challenging tasks and delivers on time and to a high standard
* Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
* Ensures quality and efficient customer service is central to the work of the division
* Looks critically at issues to see how things can be done better
* Is open to new ideas initiatives and creative solutions to problems
* Ensures controls and performance measures are in place to deliver efficient and high value services
* Effectively manages multiple projects.
 |

3 (a) Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 300 words).

3 (b) Describe one specific example that illustrates your competency (relevant to this role) under the heading, briefly describing the background/nature of the task, problem objective, what you did and the outcome. (Do not exceed 300 words).

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| 1. **Interpersonal & Communication Skills**
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| **An Assistant Principal*** Presents information in a confident, logical and convincing manner, verbally and in writing
* Encourages open and constructive discussions around work issues
* Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
* Maintains poise and control when working to influence others
* Instils a strong focus on Customer Service in his/her area
* Develops and maintains a network of contacts to facilitate problem solving or information sharing
* Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues, and the political system.
 |

4 (a) Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 300 words).

4 (b) Describe one specific example that illustrates your competency (relevant to this role) under the heading, briefly describing the background/nature of the task, problem objective, what you did and the outcome. (Do not exceed 300 words).

In relation to the recent past, please outline **specific** details of your **Legal Knowledge, Expertise & Self-Development (do not exceed 600 words) relevant to this role.**

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| 1. **Legal Knowledge, Expertise and Self-Development – relevant to this role.**
 |
| **An Assistant Principal*** Demonstrates a clear ability to meet the requirements of the role and successfully discharge the duties set out in Section 3.1 and Section 3.2 of the Candidate’s Information Booklet
* Has a clear understanding of the role’s objectives and how they fit into the work of the unit and Department/Organisation
* Has a breadth and depth of legal knowledge relevant to the work of the Department/Organisation and is sensitive to wider political and organisational priorities
* Is considered an expert by stakeholders in own field/area
* Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.
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| **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.
 |

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

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**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 F (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 - C on pages 1 and 2 of the form and I have not added any rows or columns to the table fields on those pages (the tables in Section D & E 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 “Senior Legal Advisor (Assistant Principal) - 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.12 as a declaration of my eligibility
* not exceeded the wordcount in Section F and have stated YES in the declaration.

**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 email the completed application form **in Word format** with the title “Senior Legal Advisor (Assistant Principal) - Your Name” to the following address Revenue\_Open\_Recruitment3@revenue.ie

Closing Date and Time**: Friday, 16 December at 13:00.** Applications cannot be accepted after this date and time.