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) | RE0024 |
| 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
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| 1. Email Address 1
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| 1. Email Address 2
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**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.

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

SECTION B: RELEVANT QUALIFICATION AND ELIGIBILITY DECLARATIONS

Please refer to Section 5 of the Information Booklet (Essential Entry Requirements and Date) and, in the following table, state **one qualification** (title as per transcripts)which would deem you eligible for this role. 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 E: Education.

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| **INFORMATION REQUIRED** | **YOUR ANSWER**  |
| 1. Relevant Qualification
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| 1. NFQ Level
 |  |
| 1. Name of Awarding Body
 |  |
| 1. Please state relevance of this qualification to the Essential Entry Requirements
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Please answer the competition eligibility and proficiency in Irish statements in the following table.

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| **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**).
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SECTION C: 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.

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| **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 D: LOCATION INFORMATION

This is a nationwide competition. Please state in the next table the locations for which you hope to be considered. 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.

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 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.

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| **COUNTY** | **YOUR PREFERENCE** |
| Clare |  |
| Cork |  |
| Donegal |  |
| Dublin |  |
| Galway |  |
| Kerry |  |
| Kildare |  |
| Kilkenny |  |
| Limerick |  |
| Louth |  |
| Mayo |  |
| Meath |  |
| Monaghan |  |
| Roscommon |  |
| Sligo |  |
| Tipperary |  |
| Waterford |  |
| Westmeath |  |
| Wexford |  |

SECTION E: 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 B.

Qualification titles should be as stated on your transcripts e.g., Bachelor of Arts in Applied Taxation. 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 | Title of Qualification | Grade  | Irish NFQ Level | School, College, University or Examining Authority |
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SECTION F: EMPLOYMENT

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

| 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 G: KEY ACHIEVEMENTS SECTION

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

* Job Description
* Person Specification
* 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 of Higher Executive Officer, Tax Specialist in Revenue.

The information you provide **may** form part of a preliminary stage, such as an eligibility sift or a shortlisting process, in order to identify those considered suitable for progression to the next/ final stage.

Should you reach the interview stage, an interview board will use your statements to establish the main topics for interview, with particular reference to the actions you took and your rationale. It is, therefore, in your interest to provide a detailed and accurate account of your qualifications and experience on the application form.

In this section, you will be asked to 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.

There are 5 tables in which to enter your responses.

QUESTION 1 – TEAM LEADERSHIP

**A Higher Executive Officer:**

* Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise
* Provides clear information and advice as to what is required of the team
* Strives to develop and implement new ways of working effectively to meet objectives
* Leads the team by example, coaching and supporting individuals as required
* Places high importance on staff development, training, and maximising skills and capacity of team.
* Is flexible and willing to adapt, positively contributing to the implementation of change.

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| 1. Give a brief statement, **which includes an example**, of your leadership style and approach, outlining how you lead and maximise the contribution of the team to meet objectives and positively implement change **(maximum 400 words).** |
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QUESTION 2 – JUDGEMENT, ANALYSIS AND DECISION-MAKING

**A Higher Executive Officer:**

* Gathers and analyses information from relevant sources, whether financial, numerical, or otherwise, weighing up a range of critical factors
* Takes account of any broader issues, agendas, sensitivities, and related implications when making decisions
* Uses previous knowledge and experience in order to guide decisions
* Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
* Puts forward solutions to address problems.

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| 2. Give a brief statement, **which includes 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 **(maximum 400 words).** |
|  |

QUESTION 3 – MANAGEMENT AND DELIVERY OF RESULTS

**A Higher Executive Officer:**

* Takes responsibility and is accountable for the delivery of agreed objectives
* Successfully manages a range of different projects and work activities at the same time
* Structures and organises their own and others’ work effectively
* Is logical and pragmatic in approach, delivering the best possible results with the resources available
* Delegates work effectively, providing clear information and evidence as to what is required
* Proactively identifies areas for improvement and develops practical suggestions for their implementation
* Demonstrates enthusiasm for new developments/ changing work practices and strives to implement these changes effectively
* Applies appropriate systems/ processes to enable quality checking of all activities and outputs
* Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

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| 3. Give a brief statement, **which includes an example**, of how you manage and deliver results successfully, taking responsibility and accountability for ensuring that all outputs are delivered to a high standard and in an efficient manner **(maximum 400 words).** |
|  |

QUESTION 4 – INTERPERSONAL AND COMMUNICATION SKILLS

**A Higher Executive Officer:**

* Builds and maintains contact with colleagues and other stakeholders (taxpayers/ agents) to assist in performing role
* Acts as an effective link between staff and senior management
* Encourages open and constructive discussions around work issues
* Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
* Treats others with diplomacy, tact, courtesy, and respect, even in challenging circumstances
* Presents information clearly, concisely, and confidently when speaking and in writing when liaising with stakeholders (colleagues, departments, taxpayers/agents, the Tax Appeals Commission and courts)
* Collaborates and supports colleagues to achieve organisational goals.

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| 4. Give a brief statement, **which includes an example**, 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 **(maximum 400 words).** |
|  |

QUESTION 5 – SPECIALIST KNOWLEDGE, EXPERTISE AND SELF-DEVELOPMENT

**A Higher Executive Officer:**

* Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
* Has high levels of expertise and broad Public Sector knowledge relevant to their area of work
* Focusses on self-development, striving to improve performance.

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| 5. Provide specific details and examples of your Specialist Knowledge, Expertise and Self-Development relevant to the Higher Executive Officer Tax Specialist role, including an ability to clearly convey operational or practical experience relevant to the role. In completing this section, please give careful consideration to Section 3 of the Candidate Information Booklet **(maximum 500 words).** |
|  |

DRIVE AND COMMITMENT TO PUBLIC SERVICE VALUES COMPETENCY

The competency Drive and Commitment to Public Service Values will be assessed throughout the interview. For your reference, the competency descriptions are as follows:

**A Higher Executive Officer:**

* Strives to perform at a high level, investing significant energy to achieve agreed objectives
* Demonstrates resilience in the face of challenging circumstances and high demands
* Is personally trustworthy and can be relied upon
* Ensures that customers are at the heart of all services provided
* Upholds high standards of honesty, ethics, and integrity.

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 B 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 as a declaration of my eligibility. |  |
| I have reviewed the wordcount in Section G 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 “HEO Tax Specialist 2024 - 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 1 - Competency Framework, and Section 15 - Eligibility to Compete and Certain Restrictions on Eligibility.
* **Do not exceed the wordcount limits** set for Section G 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 “HEO Tax Specialist 2024 - 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 “HEO Tax Specialist 2024 – Your Name” to the following address Revenue\_Open\_Recruitment3@revenue.ie

Closing Date and Time**: Wednesday, 30 October 2024 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 see [Inserting a Photo](https://revenue.ie/en/corporate/documents/careers/resize-insert-photo-restricted-editing.pdf). To the right of the photo textbox, there is a table which is for official use only.
* Tables: There is a total of 15 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)