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| **Competition for appointment to the position of** **Accountant Grade II in the Central Statistics Office**   |
| Application Form  |

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| Section 1 - Personal Details |

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| Name |  |
| **Address** |  |
| **Email address** |  |
| **Telephone number**  |  |
| **Date of Birth**(for statistical purposes only) |  |
| **Gender** (for statistical purposes only) |  |
| **Ref ID** (Official use only) |  |

\*Note: All correspondence relating to this competition will issue by email. Applicants should provide an email address at which they can be contacted for the duration of the competition. In addition, if applicants need to be contacted by phone, this contact will be made to a mobile phone number. All applicants are asked to supply a mobile phone number at which they can be contacted.

Completed application forms for this competition should be forwarded by **e-mail only** to **competitions@cso.ie** not later than **12.00 noon on Tuesday 19th May 2020**.

Applicants are advised to submit applications 24 hours in advance of closing date, in case of any unforeseen events. No late applications can be accepted.

Candidates should note that the information in the application form will play a central part of the short-list process. The decision to include you on the short-list of candidates going forward to stage 2 of the process may be determined based on the information you supply at this stage. This information may be discussed in more depth, should you be called to interview.

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| Section 2 – Education |

Candidates will be required to produce evidence of qualifications before appointment

## Education including academic, professional or technical qualifications (most recent first)

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| **Date obtained and Full Title of Degree(s)/ Qualification(s) Held** | **Grade obtained (e.g. 1, 2.1, 2.2, Pass, etc.)** | **Subject(s) taken in final examination** | **University, College, School or Examining Authority** | **Period of Study** |
| **From** | **To** |
| **DATE:** **TITLE:**  |  |  |  |  |  |
| **DATE:** **TITLE:**  |  |  |  |  |  |
| **DATE:** **TITLE:**  |  |  |  |  |  |
| **DATE:** **TITLE:**  |  |  |  |  |  |

**Add more qualification lines if required.**

Details of Membership of Accountancy Body

In the space provided below please provide the specified details:

1. Title of Body
2. Type of Membership
3. Membership Number
4. Date of Registration

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| Section 3 – Employment |

## Employment History (most recent first)

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| **From** | **To** | **Name and address of Employer** | **Title and brief description of duties** | **Management level** | **Number of staff reporting to you** |
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| Section 4 - Relevant Experience |

For each of the areas below, indicate your skill/experience level on a 1-3 scale using the rating system below and provide evidence to support the rating:

1 = Some knowledge and experience

2 = Very knowledgeable and very experienced

3 = Expert.

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| 1 **Please detail your accountancy/audit experience including management accounting and/or financial accounting, financial services, fund management or the regulatory environment (minimum 2 years relevant post qualification is required).** |
| **Rating** | **Evidence (Maximum 500 words per category)** |
|  |  |
| **2. Please give an example from your career to date which demonstrates your ability to work under pressure and achieve tight deadlines.** |
| **Rating** | **Evidence (Maximum 500 words per category)** |
|  |  |
| **3. Please give an example which demonstrates your ability to work effectively in a multi-disciplinary environment.** |
| **Rating** | **Evidence (Maximum 500 words per category)** |
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| **4.Please give details of your staff and resource management experience (if any).** |
| **Rating** | **Evidence (Maximum 500 words per category)** |
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| **5.** **Give details of your experience (if any) of carrying out Financial Audits in private or public sector organisations.** |
| **Rating** | **Evidence (Maximum 500 words per category)** |
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| Section 5 - Key Competencies  |

Using the headings below, demonstrate, using examples and experience from your career to date, that you possess the qualities, skills and attributes required for the role.

Indicate your competency level on a 1-3 scale using the rating system below and provide evidence to support the rating:

1 = Competent and capable

2 = Highly competent – particularly strong

3 = Expert – role model

Evidence should include a summary of your experience along with an example. For each example you provide, (i) briefly describe the background/nature of the task, problem or objective; (ii) state what you actually did and how you demonstrated the competency; and (iii) state the outcome or result of the situation.

A description of all the competencies is provided in Appendix 1 of the information booklet.

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| **Leadership** |
| **Rating** | **Evidence (Maximum 400 words)** |
|  |  |
| **Management and Delivery of Results** |
| **Rating** | **Evidence (Maximum 400 words)** |
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| **Interpersonal and Communication Skills** |
| **Rating** | **Evidence (Maximum 400 words)** |
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| Section 6 – Personal Statement/Supplementary Information  |

**PERSONAL STATEMENT**

Please outline below in no more than 500 words why you feel you are suitable for the role of Accountant Grade II in the Central Statistics Office.

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**SUPPLEMENTARY INFORMATION**

Please give below any other relevant information in support of your application.

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We are interested in finding out how you became aware of this position so please outline in the box below how and where you heard about this position (e.g. Social Media – LinkedIn, Twitter, etc., Newspaper, Public Appointments Service, Word of Mouth or Other)

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| **Social Media:** *indicate system**-****:*** **Newspaper:** *specify newspaper -:* **3rd Level Careers Service:** *specify 3rd level institution-:*  **Websites:** *please* *specify -:* **Other:** *please specify* -:  |

Before you return the form please ensure that you have completed all relevant sections of it and that you have signed the declaration below.

Please do not forward any certificates or references with this form.

Misstatements or canvassing will render an applicant liable to disqualification.

The personal data supplied by you on this application form will be stored on computer and will be used solely for the purposes of processing your candidature and should you be successful certain information will be retained by the CSO’s HR division for employment purposes. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 to 2018. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

**Declaration:**

I hereby declare that I fulfil all the requirements set out in the Information Booklet, that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to the Central Statistics Office for that purpose.This may include enquiries from past/present employers. The submission of this application is taken as consent to this.

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| Name: |  | Date: |  |

*CSO is an equal opportunity employer and is committed to principles of good recruiting practice. This competition will be run in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie.*