**An Garda Síochána**

****

**APPLICATION FORM**

**Office Use Only: Candidate ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



Open Competition for Appointment to the position of

**Accountant Grade 2**

**Finance & Services Directorate**

**An Garda Síochána,**

**Garda Headquarters, Phoenix Park, Dublin 8**

An Garda Síochána is committed to a policy of equal opportunity.

This competition will be run in compliance with the Codes of Practice prepared by the Commission for Public Service Appointments (CPSA) – available on [www.cpsa.ie](http://www.cpsa.ie)

CONTACT: An Garda Síochána HR Directorate Athlumney House, Johnstown, Navan, Co. Meath C15 ND62. Email: [HRPD.StaffCompetitions@garda.ie](mailto:HRPD.StaffCompetitions@garda.ie)



# SECTION 1: Personal Details

**Please type or write clearly using black ink**

|  |  |
| --- | --- |
| Name: |  |
| Work Phone No: |  |
| Home/mobile No: |  |
| Email address**\***: |  |
| Home address: |  |
| Correspondence address:  (If Different from above) |  |

Do you require any special facilities to assist with your participation in any stage of this competition? (Yes/No)

|  |
| --- |
| If “Yes”, please specify: |
|  |
|  |

\* Candidates should note that **all communications relating to this competition** from An Garda Síochána, including the provision of results, **will issue to the email address provided**.

**IMPORTANT NOTE:**

Candidates should note that the information presented in this application form will play a central part of any short-listing process.

# SECTION 2: Educational Qualifications

List each qualification and year attained. **Start with most recent** **qualification.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Year** | **School/College** | **Grade obtained** *(e.g. Pass; Honour; 2.2; 2.1; 1; etc.)* | **Qualification Level on the Irish NFQ (or equivalent)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# SECTION 3: Career History

*Give below, in date order, full particulars of all employment (most recent details first)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From** | **Date to** | **Title/ Grade of post held** | **Name and Address of Employer** |
|  |  |  |  |
| **Description of duties and responsibilities** | | | |
|  | | | |
| **Date From** | **Date to** | **Title/ Grade of post held** | **Name and Address of Employer** |
|  |  |  |  |
| **Description of duties and responsibilities** | | | |
|  | | | |
| **Date From** | **Date to** | **Title/ Grade of post held** | **Name and Address of Employer** |
|  |  |  |  |
| **Description of duties and responsibilities** | | | |
|  | | | |

# SECTION 4: Statement of Suitability

Please outline how you meet the ‘Experience/Qualifications required’ as set out in the Information Booklet for Candidates (maximum of 400 words).

**SECTION 5: Competencies for the role**

Competencies are the qualities, skills and attributes required to perform effectively at a particular level of responsibility or in a particular role. Candidates should have all the management and administrative competencies required of a Professional Accountant 2.

For each of the competency areas below, please provide an example which you feel best demonstrates your capacity in the competency described. Your example should clearly show how you have demonstrated the particular competency. Please do not exceed the allocated word count for each area.

***Leadership***

|  |
| --- |
| Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 400 words). |

***Analysis & Decision Making***

|  |
| --- |
| Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 400 words). |

T

***Management & Delivery of Results***

|  |
| --- |
| Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 400 words). |

***Interpersonal & Communications Skills***

|  |
| --- |
| Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 400 words). |

***Specialist Knowledge, Expertise and Self Development***

|  |
| --- |
| Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 400 words). |

**SECTION 6: Candidate Declaration**

|  |  |
| --- | --- |
| **Open Competition for Appointment to the position of**  **Professional Accountant 2**  **Finance & Services Directorate**  **in**  **An Garda Síochána**  **CANDIDATE DECLARATION**  I wish to apply for the post of Professional Accountant 2, Finance & Services Directorate in An Garda Síochána.  I declare that the information contained in this application form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I could be disqualified from the selection process.  I have read and fully understand the eligibility criteria and confirm that I satisfy all requirements. | |
| Signature: |  |
| Print Name: |  |
| Date: |  |
| All parts of the application form must be completed in Word document format and submitted by **17:00 on Friday, 28th  April, 2023** by way of email to [hrpd.staffcompetitions@garda.ie](mailto:hrpd.staffcompetitions@garda.ie) with subject heading: **Professional Accountant 2 (insert your name)** | |

**General Data Protection Regulation (GDPR) & Data Protection Act, 2018.**

Personal data provided by candidates shall only be processed for the purposes specified in this document, and within a clearly defined lawful basis under the (EU) General Data Protection Regulation (GDPR) ((EU) 2016/679) and the Data Protection Acts 1988/2018.

All necessary measures will be put in place to ensure personal data is kept safe and secure, and only relevant personal data will be processed. Personal data will be retained for no longer than is necessary to achieve the purpose for which it has been obtained.