

## **UTAS TAX CLINIC**

### **Application process and selection criteria**

Thank you for your interest in the UTAS Tax Clinic Internship/Volunteering Program.

Enclosed below are the steps necessary for you to advance your application.

Before you proceed ensure you refer to the Tax Clinic Application Procedure.

Please note that your application and all relevant document will need to be submitted through the following link:

<https://forms.office.com/r/g00Nh8ZYRW>

### **Step 1 – Prepare your cover letter and CV**

Your cover letter should demonstrate why you want to be involved in the UTAS Tax Clinic and importantly what you hope to gain from the experience and what value you anticipate adding to the program and your peers. When preparing your cover letter you may want to think about the following:

- How would you like to be involved in the program? I.e. are you applying to volunteer or would you like to receive a placement?
- What motivates you to participate in the program?
- What are your key strengths and where would you like to improve?
- What are you hoping to gain from participating in the program?

In addition to your cover letter, you are also required to submit a current CV. Ensure this is up to date with your current undertakings and aligns with the role you are applying for in the clinic. Refer to Appendix 1 – Duties and Responsibilities to gain a better understanding of the work you may do in the program.

### **Step 2 – Obtain and submit a copy of your academic transcript**

Obtain and submit a current copy of your academic transcript from all relevant institutions.

Note, your grades or past performance alone will not be relied upon to determine your eligibility. The quality of your application as a whole is much more important. Accordingly, this document

primarily serves to ensure that you have completed or are currently enrolled in a recognised course or study and that you have completed (or are completing) the required Australian Tax unit.

### **Step 3 – Address the selection criteria**

Please complete the below truthfully using the ‘STAR’ method (i.e. Situation, Task, Action, Result).

#### Responses to Selection Criteria

Enter your name here and Student ID

Please comment on which semester you have completed the Australian Taxation law subject. (e.g. Semester 1, 2020) Note: If you have not completed the subject yet, enter the semester and year of which you will complete it in.

Enter your response here.

**Selection Criteria 1 – Basic understanding on tax calculations such as deductible items, tax offsets and other areas. Please mark the level of knowledge you possess on taxation matters**

University  Grade: [Comments]

Tutoring

Professional

Enter your response to selection criteria 1 here.

Please ensure you include examples from your work, study or previous leadership and volunteering experiences to demonstrate your skills and abilities.

**Selection Criteria 2 – Effective teamwork with diverse range of people (150 words maximum)**

Enter your response to selection criteria 2 here.

Please ensure you include examples from your work, study or previous leadership and volunteering experiences to demonstrate your skills and abilities.

**Selection Criteria 3 – Capability in customer service through both written and verbal communication skills and related interpersonal skills (150 words maximum)**

Enter your response to selection criteria 3 here.

Please ensure you include examples from your work, study or previous leadership and volunteering experiences to demonstrate your skills and abilities.

**Selection Criteria 4 – Demonstrated good sense of responsibility and self-manage character (150 words maximum)**

Enter your response to selection criteria 4 here.

Please ensure you include examples from your work, study or previous leadership and volunteering experiences to demonstrate your skills and abilities.

**Selection Criteria 5 – Problem solving skills and initiative in improving business operations and efficiency (150 words maximum)**

Enter your response to selection criteria 5 here.

Please ensure you include examples from your work, study or previous leadership and volunteering experiences to demonstrate your skills and abilities.

**Desirable Criteria**

**Desirable 1 - Experience in leadership positions (150 words maximum)**

Enter your response to desirable criteria 1 here (Optional).

## **Appendix 1 - Duties and Responsibilities**

The UTAS Tax Clinic is a student-run clinic which provides an opportunity to students to gain valuable practical experience in tax. This may include but is not limited to:

- Assisting clients with their tax queries and helping them complete their tax return
  - General administrative duties involving the preparation of documents, tabulation of data using Microsoft Excel and other ad-hoc tasks
  - Management of databases and record keeping
  - Undertaking professional services and duties such as attending to clients' needs, responding to calls and email queries and scheduling appointments
  - Maintaining the professional outlook of the Tax Clinic's general areas by preserving the cleanliness and original order of items
  - Assisting with the marketing efforts, presentations, public seminars and outreach initiative which may be held throughout the year
  - Conducting research and generating reports when applicable
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