LEGAL AID BOARD

APPLICATION FORM FOR POSITION OF MANAGING SOLICITOR - GRADE II

**N.B. Candidates should read the Principal Conditions of Service**

**and Note for Information before completing the Application Form**

This Application Form should be completed and returned to:

Managing Solicitor Recruitment Competition, Human Resources, Legal Aid Board, Quay St., Cahirciveen, Co. Kerry,

Email: recruitment@legalaidboard.ie

Not later than:

**4.00pm on Tuesday 30 May, 2017**

Candidates may attach a separate Curriculum Vitae if they wish.

**SECTION A**

|  |  |  |
| --- | --- | --- |
| 1 | Surname |  |
| 2 | First Name(s) |  |

|  |  |  |
| --- | --- | --- |
| 3 | Address to which correspondence should be sent | |
|  |  | | |
|  |  | | |
| 3. (a) | Email address |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 4 | Contact telephone numbers | H |  |
|  |  | W |  |
|  |  | Mobile |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5 | Are you under the age of 70 years (which is the compulsory retirement age)? | Yes |  | No |  |

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| --- | --- | --- | --- | --- |
| 6 (a) | Date of Admittance as a Solicitor |  |  |  |

|  |  |  |
| --- | --- | --- |
| 6 (b) | Term of Admittance |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7(a) | Do you hold a current practising certificate | Yes |  | No |  |

Day Month Year

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8(b) | Date on which you first obtained a practising certificate |  |  |  |

|  |  |  |
| --- | --- | --- |
| 9(a) | Number of years practising experience since admitted |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9(b) | Are you currently employed as a solicitor | Yes |  | No |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 10 | Have you previously applied for a position with the Legal Aid Board? | | | Yes |  | No |  |
|  | If yes, what year? |  |

I hereby declare the particulars entered above and in Sections B, C and D of the application form to be correct.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  |  | Date |  |

**SECTION B**

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| --- | --- | --- |
| Part 1 – General Education | | |
| Examination(s) passed | Year | Overall Result (Pass, Hons, Grade) |
|  |  |  |
|  |  |  |

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| --- | --- | --- | --- |
| Part 2 – Academic and/or Professional Qualification | | | |
| Degree or Qualification held | Year | College Attended | Result in final Exam (Type of honours etc.) |
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| Part 3 – What qualities do you consider you possess which would make you particularly suitable for employment with the Board? |
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| Part 4 – Name two responsible persons, to who you are well know but not related, as referees:- | | |
| Name | Occupation | Address |
|  |  |  |
|  |  |  |
|  |  |  |
| Name | Occupation | Address |
|  |  |  |
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**SECTION C**

**For your most recent employments (within the last ten years) please complete Section C (I) below. For all previous employments not within this timescale, please complete Section C (II) below. Supplementary pages may be added for this purpose if required.**

**Section C (I)**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post held: |  | | |
| Dates to and from (DD/MM/YYYY) | |  |  |
| Name and address  of employer |  | | |
| Brief description of responsibilities and achievements (please limit your response to 200 words) | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post held: |  | | |
| Dates to and from (DD/MM/YYYY) | |  |  |
| Name and address  of employer |  | | |
| Brief description of responsibilities and achievements (please limit your response to 200 words) | | | |
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**Section C (II)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Particulars in date order of **all other** previous employments / unemployment or experience to date. All time since leaving school or college should be accounted for. Supplementary rows may be added for this purpose, if required. | | | | | | | |
| From  Day Month Year | | | To  Day Month Year | | | Title of post held | Name and address of employer |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**Section D**

**Key Achievements**

For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of the role of a Managing Solicitor in the Legal Aid Board

Please restrict your answers to the space provided

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| --- |
| **Professional Expertise and Knowledge** |
|  |
| **Using Technology Effectively for Service Delivery** |
|  |
| **Interpersonal and Communication Skills** |
|  |
| **Personal Drive for Results** |
|  |
| **Teamworking** |
|  |
| **Managerial Capacity/Leadership Ability** |
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Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_