

**THE LEGAL AID BOARD**

**APPLICATION FORM FOR THE POSITION OF**

**EXECUTIVE OFFICER (ICT) 2018**

**The Legal Aid Board Privacy Statement regarding Job Applications.**

In order for the Legal Aid Board to accept your application form, you must provide consent for the Legal Aid Board to process your job application in line with the Legal Aid Board Privacy Statement regarding Job Applications.

This statement (the “Privacy Statement”) aims at informing you of how the Legal Aid Board will use the information you submit when applying for a job at the Legal Aid Board ("Job Application Data"). All Job Application Data you submit to the Legal Aid Board is retained in the Legal Aid Board.

This Privacy Statement covers any Job Application Data you submit, such as:

* Name, address, email address, telephone number, or other contact information;
* Information contained in your CV or cover letter, such as previous work experience, education, or other information you provide for our consideration;
* Type of employment sought, and
* Names and contact information for referrals

It is your responsibility to obtain consent from references before providing their personal information to us. For the avoidance of doubt, the Legal Aid Board does not wish to receive any confidential or proprietary (or patented) information which you have received from your previous employers.

Only select employees of the Legal Aid Board - such as your potential future manager(s), employees of the Human Resources Department, and IT(for maintenance purposes only) - and select employees of our external service providers, who support the Legal Aid Board with the administration of recruitment applications, have access to your Job Application Data.

The Legal Aid Board will not supply any data to any third party other than those identified above without your express authorization.

The Job Application Data you provide will be used to assess your application for employment at the Legal Aid Board, to verify your information and conduct reference checks, and to communicate with you.

If you accept employment with the Legal Aid Board the information collected will become part of your employment record and will be used for employment purposes.

Your Job Application Data is stored in our data base for the lifetime of the competition panel plus 1 year for employment law purposes. A record of the competition and related data may be retained, e.g. a list of successful candidates.

Please tick the box to confirm consent to the Legal Aid Board processing your application in accordance with the above Privacy Notice.

LEGAL AID BOARD

APPLICATION FORM FOR POSITION OF EXECUTIVE OFFICER- ICT (DUBLIN)

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

**and Information Booklet before completing the Application Form**

This Application Form should be completed and returned to:

Executive Officer ICT Competition, Human Resources, Legal Aid Board, Quay St., Cahirciveen, Co. Kerry,

Email: recruitment@legalaidboard.ie

Not later than:

**4.00pm on 06th December 2018**

Candidates may attach a separate Curriculum Vita 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 |  |

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**

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 in this role within the Board? |
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| --- | --- | --- |
| Part 4 – Name two responsible persons, to who you are well known 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) | | | |
|  | | | |

**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 an Executive Officer in the Legal Aid Board

Please restrict your answers to the space provided

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| --- |
| **People Management** |
|  |
| **Analysis & Decision Making** |
|  |
| **Delivery of Results** |
|  |
| **Interpersonal & Communication Skills** |
|  |
| **Specialist Knowledge, Expertise and Self Development** |
|  |
| **Drive & Commitment to Public Service Values** |
|  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_