LEGAL AID BOARD

APPLICATION FORM FOR LEGAL CLERK

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

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

This Application Form should be competed and returned to:

Human Resources, Legal Aid Board, Quay St., Cahirciveen, Co. Kerry.

recruitment@legalaidboard.ie

Not later than:

 **4.00pm Tuesday 31st July, 2018.**

Candidates may also enclose a separate Curriculum Vitae if they wish.

Please select your preferred location(s):

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| --- | --- | --- | --- | --- | --- |
| **Cork** |  | **Dublin** |  | **Galway** |  |

**SECTION A**

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

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| --- | --- |
| 3 | Address to which correspondence should be sent |
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| --- | --- | --- | --- |
| 4 | Contact telephone numbers | H |  |
|  |  | W |  |
|  |  | Mobile |  |

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

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| --- | --- | --- | --- | --- | --- |
| 6 | Are you currently employed as a Legal Clerk (or equivalent) | Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7 | 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 – Name two responsible persons, to whom you are well know but not related, as referees:- |
| Name | Occupation | Address |
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|  |  |  |
| Name | Occupation | Address |
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**SECTION C**

**Previous Experience**

**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) |
|  |

|  |  |
| --- | --- |
| 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)**

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| --- |
| 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. |
| FromDay Month Year | ToDay 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 and illustrate **specific key achievements**, you have developed from your career to date which clearly demonstrates your suitability to meet the challenges of the role of a Legal Clerk in the Legal Aid Board. Please restrict your answers to the space provided

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| --- |
| **Professional experience and delivery of legal services** |
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| **Communication and Interpersonal skills** |
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| **Using ICT effectively for service delivery** |
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| **Personal Drive for Results** |
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Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_