**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 authorisation.

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 LEGAL EXPERT -CAHIRCIVEEN**

**N.B. Candidates should read the Information Booklet before completing the Application Form**

This Application Form should be completed and returned to:

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

Email : recruitment@legalaidboard.ie

Not later than:

**4.00pm, Thursday 09th May 2019.**

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 |  |

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

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

|  |  |  |
| --- | --- | --- |
| 7(a) | Number of years practising experience since admitted |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7(b) | Are you currently employed as a solicitor/barrister? | Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8 | 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**

|  |
| --- |
| 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.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Part 3 – Name two responsible persons, to who you are well known but not related, as referees:- |
| Name | Occupation | Address |
|  |  |  |
|  |  |  |
|  |  |  |
| Name | Occupation | Address |
|  |  |  |
|  |  |  |
|  |  |  |

**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. |
| FromDay Month Year | ToDay Month Year | Title of post held | Name and address of employer |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Section D**

**Key Competencies**

For each of the areas below, please briefly explain why you feel that you have the competencies (as set out below) required for the position of Legal Expert in the Legal Aid Board. Give specific examples of where/how you have demonstrated these competencies, either in your career to date or elsewhere.

Please restrict your answers to 500 words.

|  |
| --- |
| **Professional expertise /knowledge and ability to provide excellent legal services*** Capacity to apply legal knowledge effectively;
* Understanding of the court process and its role in dispute resolution
* Well developed advocacy skills
* Sound judgement, decisiveness, innovation and problem-solving ability when dealing with complex legal matters
 |
|  |
| **Using technology effectively for service delivery*** Capacity to use legal databases
* Application of IT skills
 |
|  |
| **Interpersonal and Communication Skills*** Team working
* The ability to communicate effectively with a wide variety of people
* Ability to provide an excellent level of customer service
 |
|  |
| **Personal Drive and Commitment*** Public service: - what does it mean to me?
* What motivates me to work harder? (Pay, recognition/ status, meaningful work/commitment to others?
* Greatest achievement to date and why
 |
|  |

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