

**THE LEGAL AID BOARD**

**APPLICATION FORM FOR THE POSITION OF**

**MANAGING SOLICITOR GRADE II**

**Dublin and Navan**

**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 MANAGING SOLICITOR GRADE II – Dublin & Navan**

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: [recruitment@legalaidboard.ie](mailto:recruitment@legalaidboard.ie)

Not later than: **4.00pm Thursday 23rd July 2020**

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

A curriculum vita will not be accepted in lieu of a completed application form.

**SECTION A**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Surname |  | | | | | | | | | |
| 2 | First Name(s) |  | | | | | | | | | |
| 3 | Address to which correspondence should be sent | | | | | | | | | | |
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|  |  | | | | | | | | | | |
| 4 | Contact telephone number | | H |  | | | | | | | |
|  |  | | W |  | | | | | | | |
|  |  | | Mobile |  | | | | | | | |
|  |  | | Email |  | | | | | | | |
| 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 | | | |  | | | | | | |
| 6(b) | Term of Admittance | | | |  | | | | | | |
| 7 | Do you hold a current practising certificate | | | | Yes | |  | | No | |  |
| 8 | 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?  If yes, what year? | | | | Yes |  | | No | |  | |
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| 11 | Are you **currently** employed in the Legal Aid Board as an established solicitor, and have you successfully completed probation? | Yes |  | No |  |

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| 12 | Location preference  (please tick one or both) | Dublin |  | Navan |  |

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| 13 | The Legal Aid Board is an Equal Opportunities Employer. Due to the risks associated with COVID-19 interviews will be held remotely. Do you have a disability which would render it more difficult for you to participate effectively in a remote interview process | Yes |  | No |  |

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

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| --- | --- | --- | --- | --- |
| 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 known but not related, as referees:- | | |
| Name | Occupation | Address |
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|  |  |  |
| Name | Occupation | Address |
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| Part 4 – What qualities do you consider you possess which would make you particularly suitable for employment with the Board? |
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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) | | | |
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| --- | --- | --- | --- |
| 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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|  |  |  |  |
| --- | --- | --- | --- |
| 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. Supplementary rows may be added for this purpose, if required. | | | |
| From (date) | To (date) | 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 Solicitor in the Legal Aid Board. Please restrict your answers to a maximum of 500 words.

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| **Professional Expertise & Knowledge**   * Capacity to apply legal knowledge effectively; * Understanding of court process and role of solicitor in dispute resolution |
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| **Using Technology Effectively for Service Delivery**   * Capacity to use legal databases; * Application of IT skills |
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| **Interpersonal and Communication Skills**   * Managing Solicitor/Client Relationship in a public service environment; * Communication and advocacy skills |
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| **Personal Drive for Results**   * Organisational Skills; * Results Orientated Approach; * Professional Integrity |
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| **Teamworking**   * Interpersonal Effectiveness within a team; * Working collaboratively with colleagues to achieve an objective |
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| **Managerial Capacity/Leadership Ability**   * Vision; * Management of Change; * Management, Motivation & development of Staff |
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Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_