

**Application Form for the position of**

**Temporary Clerical Officer**

**Longford**

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; however, we are requesting a completed application and a CV is not required;
* 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.

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

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| **APPLICATION FORM FOR RECRUITMENT COMPETITION FOR**  **Temporary Clerical Officer Longford** |
| Candidates must read the accompanying information booklet 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 Wednesday 2nd June 2021** |

SECTION A

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Surname |  | |
| 2. | First Name(s) |  | |
| 3. | Address to which correspondence should be sent | | |
|  |  | | |
| 4. | Contact details | | |
|  | Mobile phone |  | |
|  | Email |  | |
| 5. | Are you under the age of 70 years (which is the compulsory retirement age)? | | Yes  No |
| 6. | Are you an Irish citizen or a citizen of the European Economic Area (EEA) eligible to work in Ireland | | Yes  No |
| 7. | Have you previously applied for a position with the Legal Aid Board? If yes, what year? | | Yes  No |
| 8 | Are you currently employed as a Clerical Officer (or equivalent) | | Yes  No |
| 9 | Can you touch type? | | Yes  No |
| 10 | If yes, what is your wpm? | |  |
| 11 | 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 A, B, C, D of the application form to be correct.

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

SECTION B

Part 1 – Education Details

|  |  |  |
| --- | --- | --- |
| 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 (1,2.1,Pass 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 |
|  |  |  |
| Name | Occupation | Address |
|  |  |  |

Part 4 – What qualities do you consider you possess which would make you particularly suitable for employment with the Board?

*please limit your response to 500 words*

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SECTION C   
Previous Experience

**For your most recent employments within the last 10 years please complete Section C (I) below.**

*NOTE: Your career history is best presented in reverse chronological order so that the most recent roles appear first.*

**Supplementary pages may be added for this purpose if required.**

Section C (I)

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

Section C (II)

For all previous employments held more than 10 years ago, please complete below.

*Positions held more than 10 years ago require only a summary description.*

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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 Temporary Clerical Officer in the Legal Aid Board.

*Please restrict your answers to a maximum of 500 words.*

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| Methodical and careful in your work. |
|  |
| Good organisational skills, for example, to manage filing systems and appointment schedules etc. |
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| Good literacy and number skills |
|  |
| Good communication skills, both written and verbal |
|  |
| Ability to work well as part of large and small teams |
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| Commitment to maintaining the highest possible level of customer service |
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| Knowledge of and competency in the use of relevant IT applications (Word, Excel, PowerPoint, Lotus Notes). |
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Contact Us

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