

**Application Form for the position of**

**Trainee Mediator**

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| **APPLICATION FORM FOR**  **Trainee Mediator** |
| Candidates must read the information booklet before completing the Application Form. This Application Form should be competed and returned to: recruitment@legalaidboard.ie not later than: **4.00pm on Friday 26th November 2021.** |

The Legal Aid Board Privacy Statement regarding Trainee & 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 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 or Trainee Application Data you submit, such as:**

Name, address, email address, telephone number, or other contact information;

Information contained in your application or cover letter, such as previous work experience, education, or other information you provide for our consideration; we are requesting a completed application and that you **do not** submit a CV;

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 and this traineeship programme, 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. |

SECTION A

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| --- | --- | --- | --- | --- |
| 1. | Surname | |  | |
| 2. | First Name(s) | |  | |
| 3. | Address to which correspondence should be sent | | | |
|  |  | | | |
| 4. | Contact telephone numbers | | | |
|  | Mobile |  | | |
|  | 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 traineeship or position with the Legal Aid Board? If yes, what year? | | | Yes  No |
| 8. | 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 |

**Please choose ONE of the programmes below and confirm entry requirements**

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| --- | --- | --- | --- |
| Programme 1 | | Tick | |
| 1. | Obtained a QQI Level 7 qualification or equivalent before the closing date for the competition | | Yes  No |

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| --- | --- | --- | --- |
| Programme 2 | | Tick | |
| 1. | Successfully completed a recognised 60+ hours generic training in mediation and conflict resolution.  (Proof to be submitted with application) | | Yes  No |
| 2. | Obtained a QQI Level 7 qualification or equivalent on or before the closing date of the competition  OR  Application for recognition of prior learning (RPL) or work experience – personal statement below. | | Yes  No  Yes  No |

Locations

Please choose which location(s) you are willing to be located. Please consider this carefully before choosing. You may choose more than one. Locations may be subject to change at the Board’s discretion. The headquarters of a successful candidate will be a mediation office to be decided by the Legal Aid Board having regard to the availability of trainers and the location of the successful candidate(s).

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| --- | --- | --- | --- |
| Please Tick | | Please Tick | |
|  | Cork |  | Limerick |
|  | Donegal |  | Louth |
|  | Dublin |  | Mayo |
|  | Galway |  | Sligo |
|  | Kerry |  | Waterford |
|  | Kilkenny |  | Westmeath |
|  | Laois |  | Wexford |

SECTION B

Part 1 – Education Details

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| --- | --- | --- |
| Examination(s) passed | Year | Overall Result (Pass, Hons, Grade) |
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|  |  |  |

Part 2 – Academic and/or Professional Qualification

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| --- | --- | --- | --- |
| 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:-

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| --- | --- | --- |
| Name | Occupation | Address |
|  |  |  |
| Name | Occupation | Address |
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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* | | | | |
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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 and Personal Statement

Section D (I) Key Achievements

For each of the areas below, please briefly highlight and illustrate **specific key achievements**, from your career to date which clearly demonstrates your suitability to meet the challenges of the role of Trainee Mediator in the Legal Aid Board.

Please restrict each answer to a maximum of 500 words.

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| **Specialist Expertise and Knowledge** |
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| **Personal Drive and Commitment to Public Service Values** |
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| **Using Technology for Delivery of Results** |
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| **Interpersonal and Communication Skills** |
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| Programme 2 ONLY  Candidates who do not possess a primary degree or QQI level 7, may gain entry to Programme 2 through recognition of prior learning (RPL) or work experience. Please outline your prior learning, knowledge and/or experience for consideration. *Max 1000 words* |
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Section D (II) Personal Statement

Outline below why you wish to be considered for the position of Trainee Mediator in the Legal Aid Board and what makes you the ideal candidate in terms of the essential entry requirements, experience and attributes for the role. This is required for both Programmes.

Please limit your response to 500 words

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I hereby declare the particulars entered in Sections A, B, C & D of the application form to be correct and I have read and understood the information contained in the Booklet accompanying this application.

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

All queries in respect of Trainee Mediator 2021 - 2022 recruitment should be sent to [recruitment@legalaidboard.ie](mailto:recruitment@legalaidboard.ie)



Contact Us

Human Resources  
Legal Aid Board  
Quay Street, Cahirciveen,  
Co Kerry V23 RD36  
  
**Phone:** 066 947 1021  
**Email** [recruitment@legalaidboard.ie](mailto:recruitment@legalaidboard.ie)  
**Website** **www.legalaidboard.ie**  
**Twitter** Legal\_Aid\_Board