

**THE LEGAL AID BOARD**

**APPLICATION FORM FOR THE POSITION OF**

**CLERICAL OFFICER (Castlebar)**

**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 authorization.

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 CLERICAL OFFICER Castlebar**

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

Completed application forms must be submitted by email to: recruitment@legalaidboard.ie with the subject **‘Clerical Officer Castlebar Recruitment Competition’** not later than: **4pm Monday 24th February 2020.**

The completed application form must be submitted in a Word or PDF format only.

Candidates may attach separate Curriculum Vitae if they wish.

**SECTION A**

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

|  |  |  |
| --- | --- | --- |
| 3 | Address to which correspondence should be sent |  |
|  |  | |
|  |  | |
|  |  | |
|  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | Are you currently employed as a Clerical Officer (or equivalent) | Yes |  | No |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 7 | Have you previously applied for a position with the Legal Aid Board? | | | Yes |  | No |  |
|  | If yes, what year? |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 8 | Can you touch type? | | | Yes |  | No |  |
|  | If yes, what is your wpm? |  |  |  |  |  |  |

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 1b – 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 whom you are well known but not related, as referees:- | | |
| Name | Occupation | Address |
|  |  |  |
|  |  |  |
| Name | Occupation | Address |
|  |  |  |
|  |  |  |

**SECTION C**

**Previous Experience**

**For your most recent employments please complete the boxes below, starting with your most recent employment first.**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post held: |  | | |
| Dates to and from (DD/MM/YYYY) | |  |  |
| Name and address  of employer. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post held: |  | | |
| Dates to and from (DD/MM/YYYY) | |  |  |
| Name and address  of employer. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post held: |  | | |
| Dates to and from (DD/MM/YYYY) | |  |  |
| Name and address  of employer |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post held: |  | | |
| Dates to and from (DD/MM/YYYY) | |  |  |
| Name and address  of employer. |  | | |

**Section D**

In the relevant spaces below, outline the qualifications and/or experience which you believe demonstrate that you have the Qualities/Skills required for this position?

|  |  |
| --- | --- |
| **Quality/Skill** | **Qualifications/Experience/Achievements** |
| 1. Methodical and careful in your work. |  |
| 1. Good organisational skills, for example, to manage filing systems and appointment schedules etc. |  |
| 1. Good literacy and number skills. |  |
| 1. Good communication skills, both written and verbal. |  |
| 1. Ability to work well as part of large and small teams. |  |
| 1. Commitment to maintaining the highest possible level of customer service. |  |
| 1. Knowledge of and competency in the use of relevant IT applications (Word, Excel, PowerPoint, Lotus Notes). |  |
| 1. Ability to type effectively (specify WPM), in particular Dictaphone typing. |  |

I confirm that all of the information given in the preceding sections is correct and accurate to the best of my knowledge and belief, and I understand that any deliberate inclusion by me of incorrect information will render me liable to immediate disqualification for the competition whether this occurs before or after the competition is held and before or after offers are made.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_