**Application Form**

**Senior Legal Advisor**

**Assistant Principal Officer**

**An Coimisiún Toghcháin**

**Please carefully note the following instructions:**

It is imperative that all sections (A, B & C) of this application form are completed in full.

Completed applications must be emailed to careers@electoralcommission.ie

**SECTION A**

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| --- | --- |
| **Name:** |  |
| **Surname:** |  |
| **Address for Correspondence:** |  |
| **Telephone (preferred day time contact):** |  |
| **Mobile:** |  |
| **Home:** |  |
| **Email:** |  |
| **Please indicate if proficient in the Irish Language:** |
| **Yes:** |  | **No:** |  |
| **Please indicate if you have availed of the following:** |
| **ISER or VER** |  **Y/N** | **Ill Health Retirement** | **Y/N** |

**Academic, Professional and Technical Qualifications**

**Candidates should outline, in chronological order, all details regarding Academic, Professional and Technical Qualifications.** (please add additional rows if required)

| **Third Level Educational Information**University or other Third Level Institute |
| --- |
| **Name & Address of Third Level Institute** | **Title of** **Qualification Obtained and NFQ Level** | **Date Qualification****Obtained** | **Summary of Results** |
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| **Membership of Professional Bodies**Insert Details of any professional bodies you are a member of |
| **Professional Body** | **Level of Membership** |
|  |  |
|  |  |
| **LSRA Registration details:** |

**Employment Record**

Give below, full particulars of all employment (including any periods of unemployment) between the date of leaving college and the present date. No period between these dates should be unaccounted for. Please also indicate if the employment was Permanent. Contract or Temporary (P, C, T)

**Please start the list with your most recent experience** (add additional rows if required)

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| **Dates****(From – To)** | **Job Title****& Contract Type****P/C/T** | **Employer Name & Address** | **Short Description of Relevant Duties****\*Include reason for leaving\*** |
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**SECTION B**

***Senior Legal Advisor – Assistant Principal***

**An Coimisiún Toghcháin**

**Supplementary question section for the post of Senior Legal Advisor:**

**Please consider carefully the information provided in the Candidate Information Booklet before completing this section. Candidates must clearly outline on their application forms how their qualifications and experience meet each of the essential and desirable requirements.**

**In the following section, we ask you to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary for the role, having particular regard to the role and requirements as set out in the information booklet.**

**The information you provide will form part of the short listing process and may also be used to help structure your interview, if you are invited to one. Please do not use the same example to illustrate your answer to more than two questions and note that all questions must be answered.**

**IMPORTANT NOTE: No more than 500 word count for each answer.**

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| **Question 1 -** Please provide details of your relevant post-qualification practising experience as a solicitor or barrister (a minimum of three years is required). |
| **Answer:** |
| **Question 2 -** Please outline your experience of successful delivery in a complex and challenging legal environment.  |
| **Answer:** |
| **Question 3 -** Please outline your experience of providing substantive legal opinions at a high level in at least three of the following areas of law; Irish Constitutional law, Administrative law, Contract law, Employment law, European Union law, Regulatory Law, Civil or Criminal enforcement and/or the law of Procurement. |
| **Answer:** |

**Competencies – Key Achievements**

**For each of the competency areas below, please provide an example which you feel best demonstrates your capacity in the competency described. You may use the same example across more than one competency area should you so wish. Your examples should show clearly how you have demonstrated the competency. You should be mindful that the scale and scope of the examples given demonstrate the competency in question and are appropriate to the role and the requirements for the post as set out in the Information Booklet.**

**Please refer to the "Key Competencies" section in the Candidate Information Booklet for further information on the competencies for this role. You should also have regard to the "Essential Requirements" section of the booklet in choosing your examples.**

**IMPORTANT NOTE: - No more than 500 word count for each answer.**

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| **Question 4 - Leadership** |
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| **Question 5 - Judgment, Analysis and Decision Making** |
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| **Question 6 - Interpersonal & Communication Skills** |
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**Supplementary Information**

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| **Please outline (in no more than 500 words) your motivation in applying for this role in An Coimisiún Toghcháin.** |
|  |

**SECTION C**

Before you return the form to the please ensure that you have completed **all sections** and that you have completed the declaration below. The onus is on candidates to establish eligibility in this application form.

* Please do not forward any certificates or references with this form.
* Misstatements or canvassing will render an applicant liable to disqualification.
* The personal data supplied by you on this application form will be stored on computer and will be used only for the purposes registered under the Data Protection Acts, 1988, 2003 and 2018.

**Declaration**

**I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as age, qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to An Coimisiún Toghcháin for that purpose. This may include enquires from past/present employers. The submission of this application is taken as consent to this. I hereby acknowledge that any information supplied by me during the application process may be made available to the employing authority.**

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| **Name:** |  |
| **Date:** |  |