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**Competition for Assignment to the post of Legal Researcher**

**(Statute Law Revision Programme) in the Law Reform Commission**

Candidates should complete all sections of the Application Form and forward it to Bríd Rogers, Head of Administration, Law Reform Commission by email to recruitment@lawreform.ie

The closing date for receipt of applications is **12.00 noon on 11th March 2021**. Applications will not be accepted after that date and time.

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| **Section A** |
| First Name: |  | Surname: |  |
| Address: |  | Telephone (home): |  |
| Telephone (mobile): |  |
| Highest qualification: |  |

You must ensure that all sections of this application form are completed in full. It will be provided to the Interview Board. Please type or write clearly using black ink.

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| **Section B** |
| **Academic, Professional or Technical Qualifications** |
| Title of qualification | University, College or Examining Authority | Date obtained | Subjects taken in final examination | Grade |
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| **Section C** |
| **Employment Record** |
| Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for. If it is necessary to continue on a separate sheet, please set the information out in the same manner as below. **Where the grade status is not clearly given it will be assumed that the post held is a temporary one.** |
| Date from and date to | Title of post held, short description of duties, please state if the position was permanent or temporary, full time or part time etc. | Name and address of employer, contractor, sub contractor |
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| Reason for leaving: |  |
| Date from and date to | Title of post held, short description of duties, please state if the position was permanent or temporary, full time or part time etc. | Name and address of employer, contractor, sub contractor |
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| Reason for leaving: |  |
| Date from and date to | Title of post held, short description of duties, please state if the position was permanent or temporary, full time or part time etc. | Name and address of employer, contractor, sub contractor |
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| Reason for leaving: |  |

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| **Section D** |
| **Knowledge and Experience of Relevance** |
| Demonstrate, using specific examples/achievements from your career, etc., that you possess or have the capacity to acquire the qualities, skills and knowledge outlined in the booklet. ***You should not exceed 500 words per box.***  |
| **Knowledge of legislation (including pre-1922 legislation, if any), legislative interpretation and the legislative process.**Please set out your knowledge of legislation, including, if any, pre-1922 legislation, legislative interpretation and the legislative process, based on research or your previous studies or work experience. |
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| **Project delivery and planning**Please set out your experience of working in a systematic and organised way to, to tight deadlines, in order to deliver high quality projects |
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| **Section E** |
| **Competencies** |
| Demonstrate, using specific examples/achievements from your career, etc., that you possess or have the capacity to acquire the qualities, skills and knowledge outlined in the booklet. ***You should not exceed 300 words per competency.*** |
| **Information technology skills**The Legal Researcher (Statute Law Revision Programme) must have the ability to use, or to quickly adapt to using, online research resources, particularly for sourcing and tracking legislation and amendments to legislation, and technological platforms, including Microsoft Excel and the wider Microsoft Office 365 platform. |
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| **Ability to research and analyse** The Legal Researcher (Statute Law Revision Programme) must have the ability to access and deal effectively with a wide range of information sources, including historical sources, available for work on the Statute Law Revision Programme. He/she must be able to draw accurate conclusions and make legally sound, balanced and effective recommendations. |
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| **Ability to deliver results/personal effectiveness** The Legal Researcher (Statute Law Revision Programme) must take responsibility for tasks and show that he/she is personally committed to ensuring tasks are completed well, at times within tight deadlines. He/she will be required to persevere with tasks and put in the extra effort to ensure that the task is completed to a high standard at all times. |
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| **Good interpersonal skills for an office environment** The Legal Researcher (Statute Law Revision Programme) must maintain good working relationships with colleagues and co-workers. He/she must share information and knowledge, as appropriate, and must contribute with his/her own ideas and perspectives. He/she must understand his/her own role within the Commission and make every effort to play his/her part. |
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| **Section F** |
| **Other Relevant Information** |
| Any other relevant information in support of your application. (You should not exceed 300 words). |
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| **Section G** |
| **References** |
| Please supply details of two referees. Referees will only be contacted if selected for appointment.Your current employer will not be contacted by us without your prior consent. |
| Name | Address | Contact Details |
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| Name | Address | Contact Details |
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I hereby declare that the information given above on this Application Form is correct and give my permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to the Law Reform Commission for that purpose.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE PERSONAL DATA SUPPLIED BY YOU ON THIS FORM WILL BE STORED ON COMPUTER AND WILL BE USED ONLY FOR THE PURPOSES REGISTERED UNDER THE DATA PROTECTION ACTS 1988 TO 2018.