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**Legal Research Access Internship at the Law Reform Commission, the Office of the Attorney General, the Office of the Director of Public Prosecutions and Chief State Solicitor’s Office**

**Application Form**

Candidates should complete all sections of the Application Form and forward it to the Human Resources Unit, in the Office of the Attorney General, by e-mail to [internship@ag.irlgov.ie](mailto:internship@ag.irlgov.ie)

The closing date for receipt of applications is **Thursday, 7th of March 2024 at 12 noon.** Applications will not be accepted after that date and time.

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| **Section A** | | | | | |
| First Name: |  | Surname: |  | | |
| Address: |  | Email address: | |  | |
| Telephone (home/mobile): | | |  |

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

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| **Section B** | | |
| Did you enter a Higher Education Institution through an Access Programme/Access Route?\* | Yes   No  |  |
| Are you registered with, and receiving supports from, the Disability Support Service in your third-level institution?\* | Yes   No  |  |
| If **yes** to one or both of the above questions, please provide details and enclose a letter from the Access Office or Disability Support Service of your Higher Education Institution confirming that you:  (a) accessed third-level education through a specified Access Programme/Access Route; and/or  (b) are registered with, and are receiving supports from, the Disability Support Service.  If **no** to the above two questions, you are not eligible for this internship.  \* “Access Programme / Access Route” includes a variety of higher education initiatives which support access to third level education, for example the Higher Education Access Route (HEAR), Disability Access Route to Education (DARE) and other access initiatives that are local and specific to individual Higher Education Institutions and that cater to both school leavers and mature years’ students. Mature years' students are defined as those aged 23 years or over prior to entry date and who have no previous undergraduate Level 8 qualification. If you are unsure as to whether you qualify for the internship, please email [internship@ag.irlgov.ie](mailto:internship@ag.irlgov.ie) | | |
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| Name of Higher Education Institution: |  |
| Years(s) attended: |  |
| Name of Access Programme/Access Route or specify if registered with a Disability Support Service |  |
| Brief Outline of the Access Programme/Access Route, if relevant | |
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| **Section C** | | | | |
| **Academic, Professional or Technical Qualifications**  **You must put in details of your current course.** | | | | |
| Title of qualification | University, College or Examining Authority | Date obtained | Subjects/Modules taken in final examinations | Grades Point Average (GPA) at time of application |
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| **Section D** | | |
| **Employment Record** | | |
| Give below, in date order (starting with your current or most recent employer), full details of all employment. 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 E** |
| **Knowledge and Experience of Relevance** |
| Demonstrate, using specific examples/achievements from your study and any work experience, 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 box.*** |
| **Knowledge of Irish law**  Please set out your knowledge of Irish Law, including EU law and ECHR cases, based on undergraduate study, research or your previous work experience. |
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| **Relevant research experience**  Please set out examples of legal research undertaken by you including your knowledge of relevant research methodologies. |
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| **Section F** |
| **Competencies** |
| Demonstrate, using specific examples/achievements from your education or work/voluntary experience 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.*** |
| **Ability to research and analyse**  Legal Research Interns must have the ability to access and deal effectively with the wide range of information sources available for researching their project. They must demonstrate a willingness to understand the practical implications of information in relation to the broader context in which they work and must be capable of identifying and understanding key issues and trends. |
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| **Ability to present and communicate research and analysis in writing**  Legal Research Interns must have the ability to present the product of their research in writing in a well- structured, clear, concise, comprehensive and plain English manner to inform and influence the reader. |
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| **Good interpersonal skills for an office environment**  Legal Research Interns must maintain good working relationships with colleagues and co-workers. They must share information and knowledge, as appropriate, and must contribute with their own ideas and perspectives. |
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| **Ability to deliver results**  Legal Research Interns must take responsibility for tasks and show that they are personally committed to ensuring tasks are completed well. |
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| **Section G** |
| **Personal Statement** |
| Outline below (in no more than 400 words) why you wish to be considered for an internship and why you believe your skills and experience would be of value as a Legal Intern with the Law Reform Commission, the Office of the Attorney General, the Office of the Director of Public Prosecutions or the Chief State Solicitor’s Office. |
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| **Section H** | | |
| **References** | | |
| Please supply details of two referees. Referees will only be contacted if selected for the internship.  Your current employer will not be contacted by us without your prior consent. | | |
| Name | Address | Contact Details |
|  |  |  |
| 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, the Office of the Attorney General, the Office of the Director of Public Prosecutions or the Chief State Solicitor’s Office 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.

Completed application forms must be submitted by 12 noon on **Thursday, 7th March 2024** to [internship@ag.irlgov.ie](mailto:internship@ag.irlgov.ie) marked “Legal Research Access Internship” in the subject line.