**Competition for the Role of Legal Advisor**

**In the Insolvency Service of Ireland**

**(Assistant Principal Officer Level)**

Please see the Booklet for information/instructions on the application process and this application form.

The Department of Justice and the Insolvency Service of Ireland will process any personal data provided by you in connection with this application in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

**Section A**

| 1. **Personal Details** | |
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| **Name** |  |
| **Address** |  |
|  |
| **Phone Number** |  |
| **Email** |  |

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| 1. **Educational Qualifications (most recent first)**   **If required, please insert additional rows.** | | | |
| **Qualification/Award** | **Institution/University** | **Dates** | **Grade Obtained** |
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| 1. **Membership of Professional body (if applicable)** | |
| **Professional Body** | **Level of Membership** |
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| 1. **Employment History (most recent first)**   **Copy and paste the blank fields to add more employment records as necessary** | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Title of Post Held** |  | | |
| **Start Date (Month and year)** |  | **End Date**  **(Month and year)** |  |
| **Reason for Leaving** |  | | |
| **Summary of Role (Max 250 words – please note only the first 250 words will be considered as part of the application)** |  | | |

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| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Title of Post Held** |  | | |
| **Start Date (Month and year)** |  | **End Date**  **(Month and year)** |  |
| **Reason for Leaving** |  | | |
| **Summary of Role (Max 250 words – please note only the first 250 words will be considered as part of the application)** |  | | |

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| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Title of Post Held** |  | | |
| **Start Date (Month and year)** |  | **End Date**  **(Month and year)** |  |
| **Reason for Leaving** |  | | |
| **Summary of Role (Max 250 words – please note only the first 250 words will be considered as part of the application)** |  | | |

**Section B**

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| 1. **Competency Appraisal and Evidence of Experience**   Please provide details of your experience in the following areas using specific examples from your career to date which you feel demonstrates your suitability to the role of Legal Advisor in the Insolvency Service of Ireland. Further details regarding the competencies can be found in the information booklet. Do not exceed the maximum word count indicated. |
| 1. Specialist Knowledge, Expertise and Self Development (in not less than two of the following areas: insolvency law, regulatory law, administrative law, property law).   **(Max 500 words)** |
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| 1. Management & Delivery of Result ***(Max 300 words)*** |
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| 1. Interpersonal and Communication Skills **(Max 300 words)** |
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| 1. Analysis and Decision making **(Max 300 words)** |
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**Section C**

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| 1. **Personal Statement**   Outline below why you wish to be considered for this post and why you believe your skills and experience would be relevant to the role of Legal Advisor in the Insolvency Service of Ireland (Max 300 words) |
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**Section D**

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| 1. **Reasonable Accommodation** | | |
| Candidates who indicate that they would like to avail of reasonable accommodations will be contacted directly by a member of our HR team and may be asked to submit a medical report, the purpose of which is to provide information to act as a basis for determining reasonable accommodations where appropriate. | | |
| Please indicate whether you would like to avail of reasonable accommodations by ticking either Yes/No:  If yes please provide a brief description of the reasonable accommodation required below | ☐ Yes | ☐ No |
|  | | |

**Section E**

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| 1. **References** | | |
| Please supply details of two referees. Referees will only be contacted if selected for appointment. Please note that should you be successful at interview, we will require a reference from your current or most recent employer. | | |
| Name/ Position | Nature of Relationship | Email Address & Phone Number |
|  |  |  |
| Name/ Position | Nature of Relationship | Email Address & Phone Number |
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**Section F**

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| 1. **Declaration** | |
| By submitting this completed form for the role of the Legal Advisor in the Insolvency Service of Ireland, you are confirming that all information provided in this application is true and correct and that you have read the conditions of appointment outlined in the Candidate Information Booklet for this post. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, the Department of Justice reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment. | |
| **Name of Applicant:** |  |
| **Date of Submission:** |  |