Candidate number (for official use)

**Recruitment application form**

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| **Position** | | **Assistant Principal Officer - Solicitor or Barrister** | | | | | |
| **Closing date** | | **12 noon on Tuesday 26 August** | | | | | |
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| **Form completion and submission process:**   1. Type all your details and answers into the relevant sections of the form. 2. You are required to submit your completed application form either as a Word or PDF document by email to [careers@pensionsauthority.ie](mailto:careers@pensionsauthority.ie) on or before the stated closing time for this competition. 3. Do not submit a curriculum vitae or any other supporting documentation with your application as it will not be considered. 4. Only this application form fully completed and submitted online will be accepted into this competition process. 5. Late or partial applications will not be considered. 6. The decision to include you on any shortlist of candidates going forward to the next stage of the selection process will be determined based on the information you supply in this form. This information may be discussed in more depth, should you be called to interview. | | | | | | | |
| **Section 1: Personal contact details:** | | | | | | | |
| **Name** | |  | | | | | |
| **Email** | |  | | | | | |
| **Phone/Mobile** | |  | | | | | |
| **Section 2: Special requirements** | | | | | | | |
| If you require special facilities at the interview location (e.g., wheelchair access, sign interpreter, Braille, etc.), please specify facilities required here: | | | | | | | |
| **Section 3: Academic, professional or technical qualifications**  In order to be eligible to be considered for this post, you must be a qualified solicitor or barrister in the state with a minimum of three years’ post-qualification experience. Applications will not be considered otherwise.  Please provide the date of your enrolment/admission as a solicitor or barrister in the state and your enrolment number. | | | | | | | |
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| Insert details of all your education and/or most relevant qualifications (start with your most recent qualification first). | | | | | | | |
| **College, university or examining authority** | | **Results/degree/**  **qualifications obtained** | | **Year qualification was obtained** | | **Grade**  **obtained (e.g. Pass, Honour, 2:2, 2.1, 1 etc.)** | |
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| **Section 4: Membership of professional bodies**  Insert details of any professional bodies you are a member of. | | | | | | | |
| **Professional body** | | | | | **Level of membership** | | |
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| **Section 5: Employment experience**  Provide below, in date order (starting with your current/most recent employer first), full details of all employment experience between the date of leaving school or college and the present date. Insert additional rows if necessary. | | | | | | | |
| **Name of division/ branch/company etc.** | | **Title of post held** | **Brief description of duties** | | | **From**  **mm/yyyy** | **To**  **mm/yyyy** |
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| **Section 6: Summary of experience**  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 this role, having particular regard to the role and requirements as set out in the candidate information booklet.  Please note:  • All questions must be answered.  • Do not use the same example to illustrate your answer to more than 2 questions. | | | | | | | |
| **1.** | **Please provide details of your relevant post-qualification practising experience as a solicitor or barrister (a minimum of three years is required).**  *(Type your response here – max 400 words)* | | | | | | |
| **2.** | **Please provide details of your experience of providing legal advice and legal assistance in a fast-paced environment and to tight deadlines.**  *(Type your response here – max 400 words)* | | | | | | |
| **3.** | **Please provide details of your knowledge/experience of administrative and/or regulatory law.**  *(Type your response here – max 400 words)* | | | | | | |
| **Section 7: Key achievements**  In this section we are interested in finding out what you consider to be the key strengths and achievements that make you particularly suitable for this position. When completing this section, please consider the requirements of the role and the competencies as set out in the candidate information booklet.  For each of the headings below, please provide specific examples illustrating how you have displayed the relevant competency during your career to date in order to clearly demonstrate your suitability for this position.  Please provide examples using the STAR format as outlined in the candidate information booklet. | | | | | | | |
| **1.** | **Judgement, analysis and decision making** | *(Type your response here – max 200 words)* | | | | | |
| **2.** | **Delivery of results** | *(Type your response here – max 200 words)* | | | | | |
| **3.** | **Specialist knowledge, skills, expertise and self-development** | *(Type your response here – max 200 words)* | | | | | |
| **Section 8: Supplementary information**  Please give below any other relevant information in support of your application (e.g., include any of the essential requirements that you have not already dealt with). | | | | | | | |
| (*Type your response here – max 300 words)* | | | | | | | |
| **Section 9: Further information**  How did you hear about this position? Please tick one of the boxes below | | | | | | | |
| Public Jobs:  Law Society:  LinkedIn:  Other:  If other, please specify: | | | | | | | |
| **Section 10: Declaration** | | | | | | | |
| By submitting your application to the Pensions Authority for this position, you are declaring that the information provided in this form is correct and that you give permission to the Authority to make enquiries to establish any matters in relation to this application and for the release of any information necessary in connection with this application. This may include enquiries to past/present employers e.g., references.  Provision of false information on this application form could lead to disqualification from the competition and/or termination of contract.  The Authority may process your data in line with its Privacy Statement published to [www.pensionsauthority.ie](http://www.pensionsauthority.ie) | | | | | | | |