**Higher Legal Executive**

**Irish Human Rights and Equality Commission**

**Please carefully note the following instructions:**

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

Save the entire document, noting the file name and its location. Once completed and saved you should submit your application via [ihrec@osborne.ie](mailto:ihrec@osborne.ie) with Higher Legal Executive in the subject line.

**SECTION A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | |  | |
| **Surname:** | |  | |
| **Title:**  Mr, Ms, Miss, Other (Please specify) | |  | |
| **Address for Correspondence:** | |  | |
| **Telephone (preferred day time contact):** | |  | |
| **Mobile:** | |  | |
| **Home:** | |  | |
| **Work:** | |  | |
| **Email:** | |  | |
| **Please indicate if proficient in the Irish Language:** | | | |
| **Yes:** |  | **No:** |  |

**Academic, Professional and Technical Qualifications**

**Candidates will be required to produce evidence of qualifications deemed essential on appointment (refer to candidate information booklet for essential qualifications)**

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| --- | --- | --- | --- |
| **Educational Information**  Secondary Education | | | |
| **Name & Address of School** | **Years Attended**  **(DD/MM/YYYY)**  **From - To** | **Qualification Obtained** | **Summary of Results Obtained** |
|  |  |  |  |
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**Candidates should outline all details regarding Academic, Professional, Technical and Clinical Qualifications.**

**Please start the list with your most recent qualification**

| **Educational Information Continued**  University or other Third Level Institute | | | |
| --- | --- | --- | --- |
| **Name & Address of Institute** | **Years Attended**  **(DD/MM/YYYY)**  **From - To** | **Qualification Obtained** | **Summary of Results Obtained** |
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**Employment Record**

Give below, 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.

**Please start the list with your most recent experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period Held in Months** | **Dates**  **(DD/MM/YYYY)**  **From - To** | **Contract Type\***  **P/C/T** | **Job Title** | **Employer Name & Address** | **Short Description of Relevant Duties**  **\*Include reason for leaving\*** |
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**Additional Details**

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| **Interview Arrangements**  Please provide details of any special arrangements in relation to either communications or access which you may require if invited to interview: |
|  |

**SECTION B**

**Supplementary Question Section for the post of Higher Legal Executive:**

***Higher Legal Executive***

**Irish Human Rights and Equality Commission**

**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. The skills and abilities are indicated in the headings of questions on the following pages.**

**Please do not use the same example to illustrate your answer to more than 2 questions.**

**Please note all questions must be answered.**

**Competencies**

**For each of the competency areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of this role. It is important you review each of the Higher Legal Executive competencies and use them when answering below:**

**IMPORTANT NOTE: - No more than 300 word count for each answer, font size no smaller than font 10, word count greater than 300 will be redacted prior to form been provided to interview board.**

|  |  |
| --- | --- |
| **Q. 1) Team Leadership** | |
| **Answer:** |  |
| **Q. 2) Judgement, Analysis & Decision Making** | |
| **Answer:** |  |
| **Q. 3) Management and Delivery of Results** | |
| **Answer:** |  |
| **Q. 4) Interpersonal & Communication Skills** | |
| **Answer:** |  |
| **Q. 5) Specialist Knowledge, Expertise and Self Development** | |
| **Answer:** |  |
| **Q. 6) Drive & Commitment to Public Service Values** | |
| **Answer:** |  |

**Supplementary Information**

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| **Please list any other relevant information in support of your application in no more than 300 words, font size no smaller than 10, word count greater than 300 will be redacted prior to form been provided to interview board.** |
|  |

**SECTION C**

**Notes**

Before you return the form to the please ensure that you have completed **all sections** of it 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 IHREC 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.**

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