**APPLICATION FORM**

# Higher Legal Executive with the Corporate Enforcement Authority

To ensure equality of opportunity for all applicants:

* Application forms should be completed in no smaller than size 10 font.
* Applications should only be submitted by via the application portal at <https://consciatalent.com/ceajobs>

If you have a disability and this precludes you from completing this application form, please email Conscia Talent at [cea@consciatalent.com](mailto:cea@consciatalent.com) for alternative arrangements and/or reasonable adjustments.

* In relation to employment history, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* Please read the Candidate Information Booklet which provides relevant information about the requirements of this post.
* In order to be considered for this post, candidates must submit this completed application form via <https://consciatalent.com/ceajobs> by **5.00pm,Wednesday 29th of January 2025.**
* Late or incomplete applications will not be considered.
* Interviews are expected to take place in **February 2025.**

| 1. **Personal Details** | |
| --- | --- |
| **Applicant Name** |  |
| **Postal Address** |  |
|  |
| **Phone Number** |  |
| **Email** |  |
|  | |
| 1. **Special Requirements** -*If you require special facilities at the interview location (e.g wheelchair, sign interpreter or Braille) please specify in the box below.* | |
|  | |

| 1. **Employment History** *(most recent first – please include as an appendix to this application form any further employment history that you wish to add).* | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Employer Name** |  | | | | |
| **Employer Address** |  | | | | |
| **Position** |  | | | | |
| **Start Date (Day, Month and Year)** |  | | **End Date (Day, Month and Year)** |  | |
| **Brief Summary of Role**  **(Max 200 words – please note only the first 200 words will be considered as part of the application)** |  | | | | |
|  | | | | | |
| **Employer Name** |  | | | | |
| **Employer Address** |  | | | | |
| **Position** |  | | | | |
| **Start Date (Day, Month and Year)** |  | | **End Date (Day, Month and Year)** |  | |
| **Brief Summary of Role**  **(Max 200 words – please note only the first 200 words will be considered as part of the application)** |  | | | | |
|  | | | | | |
| **Employer Name** |  | | | | |
| **Employer Address** |  | | | | |
| **Position** |  | | | | |
| **Start Date (Day, Month and Year)** |  | | **End Date (Day, Month and Year)** |  | |
| **Brief Summary of Role**  **(Max 200 words – please note only the first 200 words will be considered as part of the application)** |  | | | | |
|  | | | | | |
| 1. **Educational Qualifications & Training** *(most recent first)* | | | | | |
| **Qualification / Award** | | **Institution** | | | **Year** |
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| **5. Membership of Professional Bodies if applicable** | |  | |
| **Professional Body** | | **Level of Membership and Membership Number** | |
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| 1. **Competency Appraisal and Evidence of Experience**   *Provide details of your experience in the following areas. Specific examples should be used to demonstrate this experience. (Max 250 words – please note only the first 250 words will be considered as part of the application). Further details regarding the competencies can be found at Appendix 1 of the application form.* | | | |
| **Team Leadership:** | | | |
|  | | | |
| **Judgment Analysis & Decision Making:** | | | |
|  | | | |
| **Management & Delivery of Results:** | | | |
|  | | | |
| **Interpersonal & Communication Skills:** | | | |
|  | | | |
| **Specialist Knowledge, Expertise and Self Development**: | | | |
|  | | | |
| **Drive & Commitment to Public Service Values:** | | | |
|  | | | |
| 1. **Entry Requirements** | | |  | |
| **Candidates must possess either 1 or 2 of the entry requirements to be eligible:** | **Yes/No** | | **Detail** | |
| 1. A qualification at Level 6 on the NFQ major award (i.e. diploma level) or a professional qualification in an area related to the role. |  | |  | |
| 1. A minimum of 2 years’ relevant professional experience as a legal executive, legal secretary or a paralegal in one or more of the following areas:  * Criminal, Regulatory or Enforcement law * Administrative, Constitutional or European law * Litigation and/or litigation involving public bodies |  | |  | |
| 1. Experience of or aptitude to in the use of electronic case management systems or other ICT applications used for legal practice. |  | |  | |
| 1. Exemplary oral and written communication skills, coupled with excellent interpersonal skills with an ability to communicate effectively and confidently with a range of stakeholders. |  | |  | |
| 1. Demonstrated decision-making skills. |  | |  | |

| 1. **General Information** | |
| --- | --- |
| **The right to work within the European Union (EU)** | Tick as applicable: Yes: 🞏 No: 🞏 |
| **Where did you see the role advertised?** |  |

| 1. **Referees (Minimum of two required – please note that referees sought will include your current employer and your next most recent employer)**   ***Note: We will not contact your referees without your prior consent.*** | | | |
| --- | --- | --- | --- |
| **Name / Position** | **Nature of Relationship** | **Phone Number** | **E-mail Address** |
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| 1. **Declaration** | |
| --- | --- |
| By submitting this completed form for the role of Senior ICT Manager, 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 evidence of qualifications will be required before any offer is made and should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, the Corporate Enforcement Authority 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. | |
| **Signature** |  |
| **Name** |  |
| **Date of Submission** |  |

# **APPENDIX 1: Civil Service Competency Framework Higher Legal Executive Level Competencies Extract**

**A colorful chart with text

Description automatically generated with medium confidence**