**APPLICATION FORM**

# Senior Legal Advisor 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 on Wednesday 27th November 2024.**
* Late or incomplete applications will not be considered.
* Interviews are expected to take place **w/c 09** **December 2024.**

| 1. **Personal Details** | |
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| **Applicant Name** |  |
| **Postal Address** |  |
|  |
| **Phone Number** |  |
| **Email** |  |
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| 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.* | |
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| 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.* | | | |
| **Leadership:** | | | |
|  | | | |
| **Judgment Analysis & Decision Making:** | | | |
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| **Management & Delivery of Results:** | | | |
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| **Interpersonal & Communication Skills:** | | | |
|  | | | |
| **Specialist Knowledge, Expertise and Self Development**: | | | |
|  | | | |
| **Drive & Commitment to Public Service Values:** | | | |
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| 1. **Entry Requirements** | | |  | |
| **Candidates must possess the following entry requirements to be eligible:** | **Yes/No** | | **Detail** | |
| 1. have been called to the Bar of Ireland and entered on the Roll of Practising Barristers maintained by the Legal Services Regulatory Authority (LSRA)   **OR**  have been admitted and are currently enrolled as a solicitor in the State  **OR**  hold a professional qualification in law which may be an accepted equivalent |  | |  | |
| 1. have acquired (in aggregate) at least 3 years’ relevant experience (i.e., post-qualification) at an appropriate level in a law firm, as a practising barrister, as in-house counsel, or as a legal advisor in the civil/public service |  | |  | |
| 1. possess knowledge and experience in two or more of the following areas of law:    * company law,    * criminal law and procedure,    * civil law and procedure. |  | |  | |
| 1. have acquired experience in one of more of the following areas of law/practice:    * regulatory/enforcement law and procedure,    * administrative law and procedure.    * data protection/privacy law,    * protected disclosures and whistle-blower law,    * discovery, disclosure and/or legal professional privilege,    * insolvency law,    * EU law    * law of procurement. |  | |  | |
| 1. experience and/or expertise in one of more of the following is desirable:    * insolvency law and procedure    * administrative law and procedure    * constitutional law    * the law of privacy, and other applicable human rights obligations relevant to the CEA’s statutory remit    * data protection law/GDPR    * contract law    * public procurement law and processes    * protected disclosures and    * freedom of information, |  | |  | |

| 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** | |
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| By submitting this completed form for the role of Senior Legal Advisor 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 Assistant Principal Officer Level**

A picture containing text, screenshot, font, number

Description automatically generated