**An Garda Síochána**

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**APPLICATION FORM**

**Office Use Only: Candidate ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



Open Competition for Appointment to the position of

**Legal Professional**

**(Assistant Principal Grade)**

**An Garda Síochána**

**HRD\_37D\_592825/22**

An Garda Síochána is committed to a policy of equal opportunity.

This competition will be run in compliance with the Codes of Practice prepared by the Commission for Public Service Appointments (CPSA) – available on [www.cpsa.ie](http://www.cpsa.ie)

CONTACT: An Garda Síochána HR Directorate Athlumney House, Johnstown, Navan, Co. Meath C15 ND62. Phone: 046 903 6376/7/5 or [HRPD.StaffCompetitions@garda.ie](mailto:HRPD.StaffCompetitions@garda.ie)



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# SECTION 1: Personal Details

**Please type or write clearly using black ink**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home/mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence address:

(if different from above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require any special facilities to assist with your participation in any stage of this competition? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Yes/No)

(If “Yes”, please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* Candidates should note that all communications relating to this competition from An Garda Síochána, including the provision of results, will issue to the email address provided.**

**IMPORTANT NOTE:**

Candidates should note that the information presented in this application form will play a central part of any short-listing process.

Additional documentation provided by the candidate such as curriculum vitae will ***not*** be considered as part of any short-listing process.

# SECTION 2: Educational Qualifications

List each qualification and year attained. Start with most recent qualification.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year obtained and Full title of Degree(s)/ Qualification(s) held** | **Grade obtained (e.g. Pass; 2.2; 2.1; 1 etc.)** | **Subject(s) in final exam** | **University, College or Examining Authority** |
| Year: |  |  |  |
| Title: |
| Year: |  |  |  |
| Title: |
| Year: |  |  |  |
| Title: |
| Year: |  |  |  |
| Title: |

# SECTION 3: Career History

Starting with your current role, please give details of current post/responsibilities and prior posts. Give the start date and the end date for each period of employment and include any breaks in employment.

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| --- | --- | --- | --- |
| **Title of Post –Name of Organisation** | **Length of time in post**  **Start Date End Date** | | **Details of post and responsibilities** |
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# SECTION 4: Statement of Suitability

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| 1. **This role requires sound knowledge of the law and a good understanding of the procedures used in the general legal tasks encountered in the practice of law. It also desirable that candidates have experience of practice law in the following two areas:**  * **Administrative and/or Constitutional and/or European law** * **Litigation and/or litigation involving public bodies**   **And desirable experience in at least one of the following areas:**   * **Employment and Equality Law** * **Data Protection Law and Freedom of Information Law** * **Regulatory Law** * **Human Rights Law and Jurisprudence** * **Criminal Justice legislation and practice**   Please outline below how your experience to date enables you to meet this eligibility requirement for the role. (max. 500 words) |
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| **If you are enrolled as a Solicitor in the State or are entitled to be enrolled and have applied for enrolment, please provide details**  **Or**  **If you have been called to the Bar of Ireland and are a qualified Barrister, please provide details** |
|  |

**Section 5.**

**Please note there is a maximum of 400 words per answer for each the following.**

Competencies are the qualities, skills and attributes required to perform effectively at a particular level of responsibility or in a particular role. Candidates should have all the management and administrative competencies required of a Legal Professional (AP level). In particular, they must demonstrate, by reference to specific examples/achievements below that they possess, or have the capacity to acquire, the following competencies. Please try to use all the space available but do not exceed the space provided.

|  |
| --- |
| 1. **Interpersonal and Communication Skills**   Summarise your experience to date (relevant to this role) under this competency. (Do not exceed **400** words). |
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| 1. **Management and Delivery of Results**   Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 400 words). |
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| 1. **Judgement, Analysis and Decision Making**   Summarise your experience to date (relevant to this role) under this competency. (Do not exceed 400 words). |
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| **Open Competition for Appointment to the position of**  **Legal Professional**  **(Assistant Principal Level)**  **in**  **An Garda Síochána**  **CANDIDATE DECLARATION**  I wish to apply for the post of Legal Professional (Assistant Principal Level) in An Garda Síochána.  I declare that the information contained in this application form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I could be disqualified from the selection process.  I have read and fully understand the eligibility criteria and confirm that I satisfy all requirements.  Signature:  Print Name:  Date:  All parts of the application form must be completed in Word document format and submitted by **17:00 on Friday 13th January, 2023** by way of email to [hrpd.staffcompetitions@garda.ie](mailto:hrpd.staffcompetitions@garda.ie) with subject heading: Legal Professional, Assistant Principal. |

**General Data Protection Regulation (GDPR) & Data Protection Act, 2018.**

Personal data provided by candidates shall only be processed for the purposes specified in this document, and within a clearly defined lawful basis under the (EU) General Data Protection Regulation (GDPR) ((EU)2016/679) and the Data Protection Acts 1988/2018.

All necessary measures will be put in place to ensure personal data is kept safe and secure, and only relevant personal data will be processed. Personal data will be retained for no longer than is necessary to achieve the purpose for which it has been obtained.