

**Senior Executive Legal Officer to the Chief Justice
Application Form (SELO/01/2018)
February 2018**



*An tSeirbhís Chúirteanna
Courts Service*

1. Personal Details

Surname	
First Name	
Address	
Eircode	
Email Address	
Telephone Number	

2. Education and Qualifications

Postgraduate Qualifications	
University Attended	
From Date	
To Date	
Degree Title	
Grade Obtained	

Undergraduate Qualifications	
University Attended	
From Date	
To Date	
Degree Title	
Grade Obtained	

Additional or Professional Qualifications	
Name of Qualification	
Awarding Body	
Date of award	

Detail Other Relevant Qualifications below	
Name of Qualification	
Awarding Body	
Date of award	

3. Work Experience

Employer Name	
Job Title	
From Date	
To Date	
Brief Description of Duties	

Employer Name	
Job Title	
From Date	
To Date	
Brief Description of Duties	

Employer Name	
Job Title	
From Date	
To Date	
Brief Description of Duties	

4. Competencies

Demonstrate, using specific examples and achievements from your career, that you possess or have the capacity to acquire the competencies outlined in Section 1.3 of the Information Booklet. You should not exceed 250 words per example.

For each example, please include the following:

- (a) the nature of the task, problem, situation or objective
- (b) what you did to demonstrate the competence
- (c) the outcome or result of the situation and the proportion of credit you can claim for the outcome.

Leadership

Please detail in no more than 250 words; and with reference to Section 1.3 of the Information Booklet, that you possess or have the capacity to acquire Leadership competence.

Analysis and Decision Making

Please detail in no more than 250 words; and with reference to Section 1.3 of the Information Booklet, that you possess or have the capacity to acquire Analysis and Decision Making competence.

Management and Delivery of Results

Please detail in no more than 250 words; and with reference to Section 1.3 of the Information Booklet, that you possess or have the capacity to Manage and Deliver Results.

Interpersonal and Communication Skills

Please detail in no more than 250 words; and with reference to Section 1.3 of the Information Booklet, that you possess or have the capacity to acquire Interpersonal and Communication Skills competence

Drive and Commitment to Public Service Values

Please detail in no more than 250 words; and with reference Section 1.3 of the Information Booklet, that you possess or have the capacity to acquire competence to demonstrate Public Service Values.

Specialist Knowledge, Expertise and Self Development

Please detail in no more than 250 words; and with reference to Section 1.3 of the Information Booklet, that you possess or have the capacity to acquire Interpersonal and Communication Skills competence

I hereby declare that the information given in this Application Form is correct and I give permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to the Courts Service for that purpose.

Please tick this box to accept the declaration above.

Date: _____

THE PERSONAL DATA SUPPLIED BY YOU ON THIS FORM WILL BE STORED ON COMPUTER AND WILL BE USED ONLY FOR THE PURPOSES REGISTERED UNDER THE DATA PROTECTION ACTS, 1988 AND 2003.

Thank you for completing our application form.

Denise Cole

Head of Human Resources

Courts Service

Phoenix House

Dublin 7

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