

**APPLICATION FORM FOR POSITION OF LEGAL OFFICER**

**Information note:** Please read the job description before submitting this application. The application form must be typed and should be accompanied by your CV. All completed applications should be emailed, **as one document,** to Mary Heavey at mary.heavey@communitylawandmediation.ie. The closing date for receipt of applications is 5pm on Monday, 29 July 2024. Interviews will be held on week commencing Monday, 5 August 2024.

**I have read the** [**fair processing notice**](http://communitylawandmediation.ie/wp-content/uploads/2020/08/FAIR-PROCESSING-NOTICE-for-Job-Applicants.pdf) **on CLM’s website and wish to proceed with my application**

1. **PERSONAL DETAILS**

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-mail:** |  |

1. **RELEVANT THIRD LEVEL AND PROFESSIONAL QUALIFICATION**

**Please set out your qualifications below**

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| **Year Awarded Qualification** |
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1. **EXPERIENCE**

**Please provide further information in relation to the following (max 200 words for each)**

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| **Experience in a legal office and/or casework experience** |
| **Experience in the area of legal research** |
| **Evidence of organisational and/or administration skills** |
| **Evidence of written and verbal communication skills**  |
| **Details of interest/experience in the social justice and equality**  |

1. **PERSONAL STATEMENT**

**Please provide a personal statement indicating your suitability for the role and your motivation for the application (max 400 words)**

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