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**Application Form B**

**Legal Access Internship 2025**

To Note: Section B will be provided to the selection board(s), (if applicable).

* Section A and Section B must be sent via email on or before **15:00, on Tuesday 25 February 2025** to the following email address: [careers@csso.gov.ie](mailto:careers@csso.gov.ie), with your initials followed by “LAI2025”in the subject description. You will receive an automatic acknowledgment. Section A and B must be submitted in MS Word and PDF format.
* Signature: The PDF copy of this Section should be signed by you. A typed signature is acceptable at application stage. An original signature may be requested at a later stage of the recruitment and selection process. A scanned signed PDF copy of this Section is also acceptable.
* To ensure that you do not miss out on any email communication it is highly recommended that you check your spam and junk folder on a regular basis.
* CSSO will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice are available on the CPSA website www.cpsa.ie.
* The CSSO is an Equal Opportunities Employer.
* The CSSO recognises its responsibilities under the European Data Protection Regulation 2018, Data Protection Acts 1988 - 2018 and the Freedom of Information Act 2014.

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| **Name:** |  |

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| **Section 1** | | | | |
| Did you enter a Higher Education Institution through an Access Programme/Access Route?\* | | Yes | | No |
| Availed of one of the following SUSI financial supports:   * Band One Full Maintenance Grant * Special Rate Maintenance Grant | | Yes ☐ | | No ☐ |
| Are you registered with, and receiving supports from, the Disability Support Service in your third-level institution?\* | | Yes | | No |
| If **yes** to one of the above questions, please provide details and enclose a letter from the Access Office, SUSI or Disability Support Service of your Higher Education Institution confirming that you:   1. accessed third-level education through a specified Access Programme/Access Route;   **and/or**   1. Have availed of one of the following SUSI financial supports:  * Band One Full Maintenance Grant * Special Rate Maintenance Grant   **and/or**   1. are registered with, and are receiving supports from, the Disability Support Service.   If **no** to the above questions, you are not eligible for this internship.  \* “Access Programme / Access Route” includes a variety of higher education initiatives which support access to third level education, for example the Higher Education Access Route (HEAR), Disability Access Route to Education (DARE) and other access initiatives that are local and specific to individual Higher Education Institutions and that cater to both school leavers and mature years’ students. Mature years' students are defined as those aged 23 years or over prior to entry date and who have no previous undergraduate Level 8 qualification. If you are unsure as to whether you qualify for the internship, please email [careers@csso.gov.ie](mailto:careers@csso.gov.ie) | | | | |
| 1. Name of Higher Education Institution: |  | | | |
| Years(s) attended: |  | | | |
| Name of Access Programme/Access Route.  - |  | | | |
| Please provide a brief outline of the Access Programme/Access Route, if relevant | | | | |
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| I am registered with the Disability Support Service | Yes | | No | |

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| **Section 2**  **Academic, Professional and/or Technical Qualifications(Please insert new rows and copy below format if you wish to add any additional qualifications.** | |
| Title of Qualification: |  |
| University, College or Examining Authority |  |
| Date Obtained |  |
| Subject/Modules taken in final exams |  |
| Grades Point Average (GPA) at time of application |  |
|  | |
| Title of Qualification: |  |
| University, College or Examining Authority |  |
| Date Obtained |  |
| Subject/Modules taken in final exams |  |
| Grades Point Average (GPA) at time of application |  |

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| **Section 3**  **Work History**  Starting with your most recent appointment please give full particulars of career history. **No period between these dates should be unaccounted for.** | | | |
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| **Dates** | | **Title of Position Held**  **Description of Duties and Main Responsibilities**  **Grade / Management Level *(if applicable):*** | **Organisation** |
| **Period Months** |  |
| **From** |  |  |  |
| **To** |  |
| **Reason for Leaving:** | |  | |

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| **Dates** | | **Title of Position Held**  **Description of Duties and Main Responsibilities**  **Grade / Management Level *(if applicable):*** | **Organisation** |
| **Period Months** |  |
| **From** |  |  |  |
| **To** |  |
| **Reason for Leaving:** | |  | |

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| **Dates** | | **Title of Position Held**  **Description of Duties and Main Responsibilities**  **Grade / Management Level *(if applicable):*** | **Organisation** |
| **Period Months** |  |
| **From** |  |  |  |
| **To** |  |
| **Reason for Leaving:** | |  | |

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| **Dates** | | **Title of Position Held**  **Description of Duties and Main Responsibilities**  **Grade / Management Level *(if applicable):*** | **Organisation** |
| **Period Months** |  |
| **From** |  |  |  |
| **To** |  |
| **Reason for Leaving:** | |  | |

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| **Section 4**  **Competencies** |
| Demonstrate, using specific examples/achievements from your education or work/voluntary experience etc., that you possess or have the capacity to acquire the qualities, skills and knowledge outlined in the booklet. ***You should not exceed 500 words per competency.*** |
| **Specialist Legal Knowledge, Expertise and Self-Development**  Please set out your knowledge of Irish Law, including EU law and ECHR cases, based on undergraduate study, research or your previous work experience and examples of legal research undertaken by you including your knowledge of relevant research methodologies. |
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| **Information Management/ Processing – Ability to Research and Analyse** .  Legal Interns must have the ability to access and deal effectively with the wide range of information sources available for researching their project. They must demonstrate a willingness to understand the practical implications of information in relation to the broader context in which they work and must be capable of identifying and understanding key issues and trends. |
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| **Communication Skills**  Legal Interns must have the ability to present the product of their research in writing in a well- structured, clear, concise, comprehensive and plain English manner to inform and influence the reader. |
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| **Teamwork/ Interpersonal Skills**  Legal Interns must maintain good working relationships with colleagues and co-workers. They must share information and knowledge, as appropriate, and must contribute with their own ideas and perspectives. |
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| **Ability to Deliver Results**  Legal Interns must take responsibility for tasks and show that they are personally committed to ensuring tasks are completed well. |
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| **Section 5**  **Personal Statement** |
| The aim of the access internship is to increase diversity in the legal profession and to improve access to opportunities for students from underrepresented backgrounds. Please outline below (in no more than 500 words) why you believe that your selection as a Legal Intern would support this objective and what you could bring to the role.  Please include if you have participated in a legal internship previously. |
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**Signed Declaration by Applicant:**

I hereby declare that the information given above on this Application Form is correct and give my 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 Law Reform Commission, the Office of the Attorney General, the Office of the Director of Public Prosecutions or the Chief State Solicitor’s Office for that purpose.

Signature: Date:

Completed application forms must be submitted by 15:00 on Tuesday, 25 February 2025 to [careers@csso.gov.ie](mailto:careers@csso.gov.ie) with your initials followed by “LAI2025” in the subject description. You will receive an automatic acknowledgment. Please note Section A and B must be submitted in MS Word and PDF format.

Please note, the CSSO will accept a handwritten, typed, or e-signature, but candidates may be required to verify their signature at a later stage of the recruitment process.