

**Recruitment Opportunity**

**for the**

Office of the Attorney General for Northern Ireland

**PARALEGAL**

**Temporary Fixed Term Contract**

**Closing date f****or applications:**

**12 Noon (UK time) on Friday 18th December 2020**

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| **PART 1: PERSONAL DETAILS** | | | |
|  |  | | |
| **Title** |  |
|  |  | | |
| **Forename** |  | | |
|  |  | | |
| **Middle Name(s)** |  | | |
|  |  | | |
| **Surname** |  | | |
|  |  | | |
| **Former Surname(s)**  **(if applicable)** |  | | |
|  |  | | |
| **Address** |  | | |
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|  |  | | |
|  |  | | |
| **Town** |  | | |
|  |  | |
| **Postcode** |  | |
| **National Insurance Number**  **Town of Birth**  **Country of Birth** | |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | | | |

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| **Please provide details of where you can be contacted during working hours:** | |
|  |  |
| **Email address** |  |
|  |  |
| **Mobile** |  |
|  |  |
| **Telephone** |  |

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| **PART 2: EMPLOYMENT HISTORY** |

**Employment History (Start with present/most recent employer)**

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| --- | --- | --- | --- | --- |
| **DATES**  **Month/Year** |  | **NAME & ADDRESS OF EMPLOYER** |  | **JOB TITLE** |
| From |  |  |  |  |
| To |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATES**  **Month/Year** |  | **NAME & ADDRESS OF EMPLOYER** |  | **JOB TITLE** |
| From |  |  |  |  |
| To |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATES**  **Month/Year** |  | **NAME & ADDRESS OF EMPLOYER** |  | **JOB TITLE** |
| From |  |  |  |  |
| To |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATES**  **Month/Year** |  | **NAME & ADDRESS OF EMPLOYER** |  | **JOB TITLE** |
| From |  |  |  |  |
| To |

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| **PART 3: 3rd LEVEL STUDY DETAILS** |

**Current Studies**

|  |  |
| --- | --- |
|  |  |
| **Title of Course** |  |
|  |  |
| **University** |  |
|  |  |
|  |  |
|  |  |

**Completed Studies**

|  |  |
| --- | --- |
|  |  |
| **Title of Course** |  |
|  |  |
| **University** |  |
|  |  |
| **Grade** |  |
|  |  |

**Completed Studies**

|  |  |
| --- | --- |
|  |  |
| **Title of Course** |  |
|  |  |
| **University** |  |
|  |  |
| **Grade** |  |
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| **PART 4: ELIGIBILITY AND SIFT CRITERIA** |

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| **Eligibility Criteria**  **Applicants must demonstrate that by the closing date for applications they meet the following criteria:**   1. **Have as a minimum level of formal qualification, a recognised degree in law or a degree in Scots law.**   **(See Appendix 4 to the 2021 IPLS Information Booklet for what is ‘recognised’ for the purposes of this recruitment exercise –**  <https://www.qub.ac.uk/schools/InstituteofProfessionalLegalStudies/FileStore/Filetoupload,988609,en.pdf>  **Please provide Type of Qualification (including result/grade); Main Subjects and Date Awarded in the box below (please note that the date awarded is the date on which you were notified of your result by the official awarding body).**  **You will be required to provide documentary evidence of your law degree at interview so please ensure you have this readily available.** |
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| **Sift Criteria**  **Please attach to your e-mail application form your analysis, amounting to no more than 750 words, of the key points arising from the judgment of Lady Hale in *Cheshire West and Chester Council v P* – see [1]-[58].**  <https://www.supremecourt.uk/cases/docs/uksc-2012-0068-judgment.pdf>  **The analysis must be your original work – references to and quotations from the work of others must be clearly indicated in the text, preferably by footnotes. Plagiarism will result in removal from the appointment process. The analysis will be used to identify those candidates who will be invited to attend for interview.** |

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| **PART 5: FURTHER INFORMATION** |

### Interview/Offer of appointment - adjustment requirements

We wish to ensure that all applicants have the opportunity to perform to the best of their ability in an interview situation. We also wish to be able to consider any reasonable adjustments you may require should you be offered an appointment.

Please let us know if you require any reasonable adjustments, or arrangements to enable you to participate in an interview or take up an offer of appointment.

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| **PART 6: Declaration** |

1. I have read and understood the information provided in the Candidates Information Booklet.
2. I undertake to inform the Office of the Attorney General for Northern Ireland in writing of any change in my circumstances which may occur between the date of my application and any possible date of contract commencement.
3. The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if successful, will face termination of contract.
4. I agree that the Office of the Attorney General may store and then dispose of my Access NI disclosure certificate, by any means, after a decision on my application has been made.

Signed:  Date:

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| **PART 7: INSTRUCTIONS FOR SUBMISSION** |

**Application form and analysis must be e-mailed and sent to:**

[**contact@attorneygeneralni.gov.uk**](mailto:contact@attorneygeneralni.gov.uk)

**Your application and analysis must be received no later than 12 Noon (UK time) on Friday 18th December 2020**

**Late or incomplete applications will not be accepted. It is your responsibility to ensure that your application is received by the Office of the Attorney General for Northern Ireland by the closing date and time.**

**All application forms and analysis received by the Office of the Attorney General for Northern Ireland by the closing date and time will be acknowledged using the email address provided in your application form.**

**You should contact the Office of the Attorney General for Northern Ireland on 028 9072 5333 if you do not receive an acknowledgement of your application within two working days of the closing date of this competition.**