**Reference No:**

**For official use only.**

**CASE PROCESSING PANEL MEMBER**

THE INTERNATIONAL PROTECTION OFFICE (IPO)

IMMIGRATION SERVICE DELIVERY (ISD)

APPLICATION FORM

**Please complete and return the attached Application Form by e-mail to** [**ISDrecruit@justice.ie**](mailto:ISDrecruit@justice.ie)

|  |  |
| --- | --- |
| **Name:** |  |
| **Address** |  |
| **Contact number:** |  |
| **E-mail address:** |  |

I hereby declare that I fulfil all the requirements for this Panel, that the information given in this form is correct and I 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 IPO/ISD for that purpose.

I consent to An Garda Síochána conducting Garda vetting.

Signature (**\***): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(\*)The sending of an e-mail application will be taken as the candidate having signed the above declaration**.

**Reference No (for official use only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

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| **A. General Education** | | | |
| **Examination(s)** | **Year** | **School/College attended** | **Results obtained** |
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|  | **B. Academic, Professional or Technical qualifications\*** | | | | |
| **Full title of Degree(s)/**  **Qualification(s) held** | **Grade obtained (e.g. Pass; 2.2; 2.1; 1 etc.)** | **Subject(s) in final exams** | **University/**  **College or Examining Authority** | **Year in which**  **Degree/**  **Qualification was obtained** | **Address when**  **Qualification**  **was**  **obtained** |
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\* The IPO/ISD may seek proof of professional qualification(s) if the candidate is successful in appointment to the Case Processing Panel.

C**. Employment Record/Status:**

Provide below, in date order, full particulars of all employment (starting with your current/most recent employer, if any, and including work experience and any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for. If it is necessary to continue on a separate sheet, please set the information out in the same manner as below (exact dates to be given).

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| **Dates** | | | **Title of post held and description of main job tasks** *(max 200 words per job)* | **Name and address of Employer** |
| **Period in years/**  **months** | **From** | **To** |  |  |  |  |
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| **D (a) Please provide details/examples of proven research, drafting and report writing capabilities and the capability to provide well researched draft submissions (max 400 words). [*Please do not insert or attach documents to evidence work. Third party information should not be used and any references to client cases should be anonymised. This applies to all sections of the application form]*]** |
|  |
| **D (b) Please provide details/examples of your qualitative approach to work (max 300 words)** |
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| **D (c) Please set out how you will be able to exercise flexibility and availability to process case files when required (max 200 words)** |
|  |
| **D (d) Do you have experience using Microsoft Office?** |
|  |

**E. Please outline how you believe you meet the desirable attributes for assignment to the Panel as outlined on page 4 of the Candidate Information Note.**

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| **(i) Knowledge/experience of Irish asylum and refugee law, (including EU/international aspects). (max 300 words)** |
|  |
| **(ii) Knowledge/experience of the law in Ireland in relation to subsidiary protection, (including EU/International aspects), immigration and Permission/Leave to Remain. (max 300 words)** |
|  |
| **(iii) Knowledge/experience of Human Rights Law (max 300 words)** |
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| **(iv) Ability to work to deadlines and to achieve targets (max 300 words)** |
|  |
| **(v) High degree of interpersonal effectiveness (max 300 words)** |
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| **(vi) Ability to work on own initiative and to take direction as required (max 300 words)** |
|  |
| **(vii) Excellent communication and teamwork skills (max 300 words)** |
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| **F. Please set out below any other relevant information in support of your application. (max 300 words)** |
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| **G. Are you available to report for assignment at short notice?** |
| Yes  No |

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| **H. Are you available to undertake a minimum of three interviews per week?[[1]](#footnote-1)** |
| Yes  No |

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| --- |
| **I. i) Should you be called, do you require any reasonable accommodations as part of the interview process or to undertake the work of the Panel?** |
| Yes  No |
| **(ii) If you ticked yes to the above, please provide a brief description of the reasonable accommodations required in the space below.** |
|  |

**Other matters to note**

**(1) Before you return the application form please ensure that you have fully completed all sections. The onus is on candidates to establish their eligibility.**

**(2) Please do not forward any certificates or references with this form.**

1. **Misstatements will render a candidate liable to disqualification.**

**(4) Canvassing will disqualify.**

1. See pages 7/8 of Information Note under “6. Principal Conditions of Service - Additional matters to note”. [↑](#footnote-ref-1)