



# **The Law Society of Northern Ireland Graduate Internship Programme**

Professional Conduct,

Policy & Engagement and

Judicial Assistants Posts

Application Form

*Strictly Private and Confidential*

Please complete the application form and send it to: -

**FIONA DOWDS, HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT  
THE LAW SOCIETY OF NORTHERN IRELAND  
LAW SOCIETY HOUSE  
96 VICTORIA STREET  
BELFAST  
BT1 3GN**

**EMAIL- [fiona.dowds@lawsoc-ni.org](mailto:fiona.dowds@lawsoc-ni.org)**

To be received by the Society no later than **5pm, Monday 30th June 2025.**

It is the applicant's responsibility to ensure that the form is received before 5pm on Monday 30th June 2025. Late applications will not be considered. The Society will contact you as soon as possible after the above date to inform you whether you will be asked to attend for interview.

## 1. PERSONAL DETAILS

Please complete the table below with your details.

FULL NAME	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	

### 3. EDUCATION AND QUALIFICATIONS

Please provide details of your education and any relevant qualifications.

From	To	Name of School/Institution	Subjects taken and Qualifications Gained (Please specify grades or classification)

### 4. CAREER HISTORY

Please outline your career history in the table below, beginning with your current or most recent employment. Please explain any gaps of greater than six months.

Employer and position	Start date	End date	Key responsibilities

## 5. SUPPLEMENTARY QUESTIONS

Please be advised that the onus is on you, as the applicant, in no more than 300 words per question, to clearly define the level, scale and complexity of your remit and responsibilities.

### ESSENTIAL CRITERIA

Applicants must, as at the closing date for receipt of applications, have:

#### 1. An undergraduate degree in law

Please include classification, awarding institution and date of award.

Please outline how you meet the below competencies as set out in the role specification:

#### 2. Research Skills

(max. 300 words)



### 3. Policy Skills

(max. 300 words)

### 4. Communication Skills

(max. 300 words)

## DESIRABLE CRITERIA

### 1. Possession or pending graduation from a master's degree in law.

(max. 300 words)

## 6. References:

Please note referees will only be contacted with your consent, in the event that you are the preferred candidate.

Referee 1:

Name	Job Title	Contact details

Referee 2:

Name	Job Title	Contact details



## 7. Declaration

I certify that all of the above information submitted as part of this application process are correct. I understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from The Law Society of Northern Ireland.

I further confirm that The Law Society of Northern Ireland may process and retain this application form under the provisions of the Data Protection Act 1998.

*(If completed electronically please include your name and if invited to interview you may be asked to sign a hard copy of this form.)*

**Signature:**

**Date:**

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