



Irish Institute of Legal Executives

PRIVATE & CONFIDENTIAL

THE IRISH INSTITUTE OF LEGAL EXECUTIVES

This page is to be completed by all applicants.

1 **FORENAME:** **SURNAME:**

TITLE [EG][MR][MS][MRS]:

2 **FULL HOME POSTAL ADDRESS:**

HOME TELEPHONE NUMBER:

MOBILE PHONE NUMBER:

EMAIL ADDRESS:

3 **DATE OF BIRTH Day Month Year:**

4 **CATEGORIES OF MEMBERSHIP:**

Application for admission as:-

(a) Full Member ☐ (b) Associate Member ☐ (c) Student Member ☐

OFFICE USE ONLY

Received Application :-	Recorded :-	Membership Type :-
Received Handling fee :-	Receipt Sent :-	Membership Cert Issued :-
Notified :-	Accepted :-	Receipt No. :-
Fee Paid :-		

MEMBERSHIP APPLICATION DETAILS

EDUCATIONAL RECORD:-

(a) Please state in full, details of Legal Courses undertaken to date.

(b) Please furnish details of qualifications obtained to date.

(c) Please state what approved course(s) you intend to undertake.

Please furnish other information, which may be relevant to support your application for membership.

EMPLOYMENT HISTORY

Name and address of present Employer(s) and telephone number etc.

Name:

Address:

Telephone:

Extension:

Fax:

Direct Dial:

Email:

Date of Commencement:

Name of Principal:

Details of your previous employment for the last five years:

(Please supply name of employer, address, telephone, fax, dates employed and name of principal for duration of employment).

Please give specific details

Please furnish name, address and capacity of the person(s) who will be executing your Certificate of Attendance i.e. Employer(s)

Please state why you wish to be considered for Membership.

Do you intend to undertake any courses of legal study in the future? If so, please specify.

SPECIALISED AREAS:

- | | | |
|---|---|---|
| <input type="checkbox"/> Commercial/Banking | <input type="checkbox"/> Costs/Accounting | <input type="checkbox"/> Criminal Law |
| <input type="checkbox"/> Company Law | <input type="checkbox"/> Debt Recovery | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Licensing Law | <input type="checkbox"/> Litigation | <input type="checkbox"/> Probate |
| <input type="checkbox"/> Conveyance | <input type="checkbox"/> Administration Law | <input type="checkbox"/> Tax Collection |
| <input type="checkbox"/> Legal Training | <input type="checkbox"/> Legal Recruitment | <input type="checkbox"/> Loss Adjusting |
| <input type="checkbox"/> Personnel Management | <input type="checkbox"/> Environmental Law | <input type="checkbox"/> Other |

APPLICANTS PLEASE NOTE:-

The Institute reserves the right to make such enquiries as may be necessary to verify the particulars as set out in the Application Form. Applicants may be required to attend an interview. The Institute further reserves the right to refuse any Application for membership as it so deems fit. Membership fees are due and payable immediately upon acceptance. The Institute reserves the right to publish details of registered members in an annual directory of members and on the Institutes' website.

DECLARATION

I HEREBY APPLY for Full/Associate/Student membership of the Irish Institute of Legal Executives and declare that the foregoing particulars are correct.

I HEREBY DECLARE that I have no criminal convictions against me or pending nor do I have any Judgment proceedings registered against me or pending

I enclose €25.00 handling fee (non-refundable) together with passport size photograph.
Please note, cash should NEVER be sent to the institute.

DATED

SIGNATURE

The completed and signed form should be submitted to:

The Membership Committee

The Irish Institute of Legal Executives

P.O Box 13862

Dublin 15

Telephone : +353 (01) 8904278

Email: info@iilex.ie

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Correspondence Address: P.O. Box 13862

Dublin 15

MEMBERSHIP APPLICATION GUIDANCE NOTES

Data Protection Statement

It is necessary for the Institute to record certain personal data relating to each Legal Executive, including the name, address, telephone and fax numbers, e-mail address and academic qualifications. Such personal data may also be information concerning a Legal Executive arising from the carrying out by the Institute of its regulatory functions under legislation.

The personal data about a Legal Executive by the Institute may be used by the Institute for administration, management, marketing and professional development purposes, as well as in pursuance of the Institute's regulatory functions. Examples of the actual or possible uses of such personal data relating to a Legal Executive include the following:

- 1) The circulation of the Institute's 'The Brief' magazine to a member of the Institute which may include or be accompanied by commercially-related material;
- 2) Publication in the annual Directory of Members
- 3) The reference to the Legal Executive on the Institute's website;
- 4) The provision of the Institute to a specific commercial entity of the address or email address pursuant to an expressly recorded decision of the Institute that it is beneficial to do so for defined marketing or professional development purposes;
- 5) The provision by the Institute of the practice address or e-mail address of the Legal Executive to third party non-commercial entities which provide useful information to the professional;
- 6) The provision by the Institute to a firm of Solicitors or other body employing Legal Executives information, both electronically and in hard copy form, as to attendance record of individual Legal Executives within the firm or body relating to Continuing Professional Development;

If you do not wish to be informed of products or services by post or e-mail directly by third party entities approved by the Institute as being of benefit to the profession, please place an X in the box here { };

Membership Fees

Full	€
Associate	€
Student	€

Honorary Memberships are exempt from payment of Membership Fees