



Irish Institute of Legal Executives

## **PRIVATE & CONFIDENTIAL**

### **THE IRISH INSTITUTE OF LEGAL EXECUTIVES APPLICATION FOR ADMISSION FOR STUDENT MEMBERSHIP**

#### **PERSONAL DETAILS**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

TITLE (eg Mr, Ms, Mrs): \_\_\_\_\_

Full home postal address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home telephone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Personal e-mail address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

#### **EDUCATION**

Please state in full details of the course you are undertaking at present:.

Please state details of other relevant courses or training you have attended:

#### **REFEREES**

Submit the names and addresses of two referees here :

## EMPLOYMENT

If you are employed in a legal capacity at present, please give details of your Employer:

Name & Address:

Telephone:

Fax:

E-mail:

Date of Commencement:

### ***Applicants Please Note:-***

The Institute reserves the right to make such enquiries as may be necessary to verify the particulars as set out in this 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 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:\_\_\_\_\_

SIGNATURE OF LECTURER OR COLLEGE REGISTRAR:

\_\_\_\_\_

OFFICIAL COLLEGE STAMP/SEAL:

\_\_\_\_\_

The Irish Institute of Legal Executives Limited.  
(Company Limited by Guarantee and not having a share capital).  
Registered in Ireland. Registered No. 187694.  
Correspondence Address: P.O. Box No 13862, Dublin 15.

**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