



Irish Institute of Legal Executives

PRIVATE & CONFIDENTIAL

**THE IRISH INSTITUTE OF LEGAL EXECUTIVES
APPLICATION FOR ADMISSION**

This page to completed by all applicants.

1. **SURNAME:**
FORENAME:
TITLE (EG MR, MS, MRS):

2. **FULL HOME POSTAL ADDRESS**

HOME TELEPHONE NUMBER:
MOBILE PHONE NUMBER:
E-MAIL ADDRESS:

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

4. **CATEGORIES OF MEMBERSHIP:**

Application for admission as:-

- (a) **Full Member (a) []**
(b) **Associate Member (b) []**
(c) **Student Member (c) []**

(OFFICE USE ONLY)

Received Application :-
Received Handling fee :-
Recorded :-
Accepted :-
Membership Type :-

Notified :-
Fee Paid :-
Receipt No. :-
Receipt Sent :-
Membership Cert Issued :-

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:

Document Exchange:

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 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:

Commercial/Banking
Company Law
Costs/Accounting
Criminal Law
Debt Recovery
Family Law
Licensing Law
Litigation
Probate
Conveyancing
Administration Law
Tax Collection
Legal Training
Legal Recruitment
Loss Adjusting
Personnel Management
Environmental Law
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
22/24 Lower Mount Street
Dublin 2
DX 15

Telephone : +353 (01) 8904278
Email: iilex07@gmail.com