

**PROVINCE OF BRITISH COLUMBIA
MINISTRY OF ATTORNEY GENERAL
ARTICLED STUDENT PROGRAM 2019-20**

Application Information

Your application package must include **all of the following documents**:

- **completed application form;**
- **cover letter (not to exceed one page);**
- **résumé (not to exceed three pages); and**
- **transcript of law school grades (LL.B./J.D.)**
(unofficial transcript is acceptable with application; shortlisted applicants will be required to have their university send an official transcript directly to us)
 - If you completed law school outside of Canada, you must also provide us with documentation showing that either you are pursuing a Certificate of Qualification from the **National Committee on Accreditation** or have been granted the certificate. You will need to have been granted that certificate by May 1, 2019.

Only one application package is required regardless of how many positions you are applying for, however you are welcome to submit separate applications if you wish.

For your application to be considered, the following requirements must be met:

- The application package must be completed in accordance with the instructions (see page 3).
- The application package must be received no later than 4:30 p.m. Pacific Standard Time, Wednesday, February 28, 2018. Applications and any related materials received after that time may not be considered.

The application form and information on applying are available between Jan. 15 and Feb. 28, 2018 at:

<http://www2.gov.bc.ca/gov/content/justice/for-legal-professionals/articled-student-program>.

Assessment of Applications

Legal Services Branch

Depending on the number of applications received, applications may be subject to preliminary screening based on law school grades and the clarity and completeness of application materials.

Applicants will be selected to complete a written assessment based on their cover letter, resume and law school transcript. Following the written assessment, those candidates who continue in the selection process will be offered an oral interview, either in person, or via videoconference. Applicants selected for interviews will be asked to provide further information, including references and a sealed law school transcript mailed directly from their university.

BC Prosecution Service (Criminal Justice Branch)

Applications for articulated student positions with the BC Prosecution Service will be subject to a preliminary screening based on law school grades and the clarity and completeness of application materials. The application materials must clearly indicate that the applicant has successfully completed, or will enroll in, a Canadian evidence course and a Canadian criminal law course, or has related experience in Canadian criminal law.

The interview process consists of two stages: the written interview and the oral interview. Candidates for the articulated student positions with the BC Prosecution Service will be required to make arrangements at their law school for invigilation to complete the written interview questions. Oral interviews will be awarded based on an evaluation of the responses to the written questions. Applicants who are selected for an oral interview will be asked to provide contact information for two references.

INTERVIEW DATES

Legal Services Branch

- Written interviews – March 26 to March 29, 2018
- In person or by videoconference – April 23 to April 27, 2018
(in Victoria and Vancouver, and by teleconference)

BC Prosecution Service

- Written interviews – March 26 to March 29, 2017
- In person or by videoconference – April 23 to April 27, 2017

Successful applicants for all positions will be subject to criminal record checks. Successful applicants for positions with the BC Prosecution Service will also be subject to Enhanced Security Screening.

Application Tips

- Proofread your application before submitting it. Ask a friend to look over your application before you send it in.
- Keep your cover letter brief: in one page, explain why you're interested in completing your articles with the Legal Services Branch or the BC Prosecution Service. Your cover letter should give the reader an idea of who you are, and what makes you particularly well suited to a position with the Ministry of Attorney General.
- Do your research. Talk to current or past articling students, friends, professors or anyone who may know about the work we do here. Visit our webpage for more information on the Ministry of Attorney General.

Questions should be directed to:

Heidi Hynes
Manager of the Articled Student Program
250 356-8473
heidi.hynes@gov.bc.ca

INSTRUCTIONS

- Send your completed application form, cover letter, résumé (three pages maximum) and law school (LL.B./J.D.) transcript to the attention of Heidi Hynes by one of the following methods:

Email: AGArticling@gov.bc.ca

Regular mail: Legal Services Branch
Ministry of Attorney General
PO Box 9280 Stn Prov Govt
Victoria BC V8W 9J7

Courier: 1001 Douglas St.
Victoria BC V8W 2C5

Fax: 250 356-0001

- If you completed law school outside of Canada, you must also provide us with documentation showing that either you are pursuing a Certificate of Qualification from the **National Committee on Accreditation** or have already been granted the certificate. You will need to have been granted that certificate by May 1, 2018.
- Your resume must include the following information:
 - undergraduate and graduate education;
 - the name of the law school from which you will be receiving (or have received) your law degree (LL.B./J.D.) and the year and month of your graduation from law school;
 - academic awards;
 - extra-curricular / community involvement and non-academic achievements; and
 - work history (paid and unpaid) for up to the past 10 years.
- If you apply by email:
 - (a) save the application form to your computer once you have completed it, and attach the saved, completed form to your email along with your cover letter and résumé. Attach the **application form** as a PDF;
 - (b) attach your **résumé** in either Word format or as a PDF;
 - (c) attach your **law school transcript** to your email as a PDF;
 - (d) attach documentation showing that either you are pursuing a Certificate of Qualification from the **National Committee on Accreditation** or have already been granted the certificate (if you completed law school outside of Canada);
 - (e) if you are unable to attach any of these items as a PDF, send by fax to 250 356-0001; and
 - (f) make note of which document(s) you are faxing to us, if any, in the email accompanying your application.

NOTE: You may submit each item in your application package as a separate PDF, or submit all of the items together in one PDF.

THIS COMPLETES THE APPLICATION INFORMATION AND INSTRUCTIONS.