

**British Columbia Judicial Law Clerk Program**  
**APPLICATION PROCESS FOR CLERKSHIP POSITIONS FOR 2019-2020 TERM**

**Applications for Judicial Law Clerk Positions must be submitted through the**  
**[BC Public Service Job Opportunity website](#).**

**Applications not submitted through the BC Public Service Job Opportunity website**  
**will *not* be accepted.**

**APPLICATIONS WILL BE ACCEPTED DEC 4, 2017 – JAN 5, 2018 ONLY**

This is a change in our process from previous years. Carefully review the following description of the application process. If you have any questions about it, please send an email to [JudicialLawClerkProgram@courts.gov.bc.ca](mailto:JudicialLawClerkProgram@courts.gov.bc.ca)

### **Position Posting**

The Posting sets out the Job Qualifications and Application Requirements and provides information on how to apply.

### **Position Profile**

A full description of the accountabilities and qualifications for the judicial law clerk position is set out in the [Judicial Law Clerk Job Profile](#).

### **Application Deadline**

Applications for judicial law clerk positions for the 2019 - 2020 term will be accepted from December 4, 2017 until **Friday, January 5, 2018 at 4:00 PM PST**.

### **Application Requirements**

See the detailed application requirements outlined in the Posting. Your application must include the items listed below. Do not submit writing samples, as they will not be read.

- 1. A cover letter (submitted via the [BC Public Service Job Opportunity website](#)).**
- 2. A resume (submitted via the [BC Public Service Job Opportunity website](#)).**
- 3. A completed online questionnaire (completed on the BC Public Service Job Opportunity website).**

IMPORTANT: The online questionnaire on the BC Public Service Job Opportunity website cannot be saved and will time out after 60 minutes. You will need to complete the questionnaire and submit your application within 60 minutes or you will lose any information you have entered. If you require more time to prepare your responses, you can copy the questions and prepare your responses outside of the system, then paste them into the online questionnaire when you are ready to apply. Further instructions are provided in the questionnaire.

- 4. Scanned copies of all official transcripts from law school, undergraduate, and postgraduate studies must be provided (via email) no later than 4:00 PM PST on Friday, January 12, 2018.**

Copies of official transcripts from your undergrad, post graduate studies and first year of law school (as well as second year, if you are now in third year) must be provided by the January 12 deadline or your application will be rejected. If your fall term law grades are not yet available on your official transcript by the deadline, you may submit instead a scanned copy of an unofficial transcript.

**NOTE: All documents must be scanned into one high resolution PDF document.**

- The transcript PDF document must be emailed to [judiciallawclerkprogram@courts.gov.bc.ca](mailto:judiciallawclerkprogram@courts.gov.bc.ca) using the protocols below or your application may be rejected. (See \*Example 1.)
- ALL emails sent regarding your application must include a signature line using the protocols below. (See \*\*Example 2.)

**Example 1:** \* Email subject line should read **LAST NAME, First Name – Transcripts**

**\*\*Email Subject Line Example:**

**SMITH, Jane - Transcripts**

**Example 2:** **\*\*Email Signature Line Example**

John Smith  
University of Victoria, Faculty of Law  
250-555-1234

5. **Two reference letters must be sent by referees by email directly to [judiciallawclerkprogram@courts.gov.bc.ca](mailto:judiciallawclerkprogram@courts.gov.bc.ca) by Friday, January 12, 2018 at 4:00 PM PST.**
  - Ensure that you send your referee our [Guidelines](#) for submitting a letter of reference
  - Your two referees must include at least one law professor
  - **DO NOT MAIL letters of reference.** Only emailed letters of reference will be accepted

## **Interviews**

### **First Round of Interviews: January 24 - February 13, 2018**

Those applicants selected for a first interview will be interviewed by the courts' legal counsel during the period **January 24 – February 13, 2018**. The interviews are conducted in Vancouver at the Vancouver Law Courts, in Victoria at the University of Victoria Law School, and by telephone for out-of-town applicants unable to attend at Vancouver or Victoria. Not all applicants will be interviewed, but all will be contacted by **February 16, 2018**.

### **Second Round of Interviews: February 26 - March 2, 2018**

A second round of interviews for those applicants shortlisted after the first round will take place in Vancouver **February 26 - March 2, 2018**. Second round interviews are conducted by a panel of judges.

Applicants for the Court of Appeal will be interviewed by a panel of Court of Appeal judges. Applicants for the Supreme Court will be interviewed by a panel of Supreme Court judges.