

## British Columbia Judicial Law Clerk Program

### APPLICATION PROCESS FOR CLERKSHIP POSITIONS IN THE 2023-2024 TERM

**Applications for Judicial Law Clerk Positions must be completed in accordance with the instructions below.**

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

APPLICATIONS ARE BEING ACCEPTED JAN. 3 – JAN. 17, 2022 @ [12:00 pm \(noon\)](#)

Carefully review the following description of the application process. If you have any questions about it, please send an email to [judiciallawclerkprogram@bccourts.ca](mailto:judiciallawclerkprogram@bccourts.ca).

#### **Position Posting**

[The Position Posting](#) sets out the job qualifications and application requirements.

#### **Position Profile**

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

#### **Application Deadline**

Applications for judicial law clerk positions for the 2023 - 2024 term will be accepted from January 3, 2021 until January 17, 2022 at 12:00 pm (PST) (noon).

#### **Application Requirements**

Review the detailed application requirements outlined below (and in the Position Posting). Your application must include the items listed below and must be submitted in the manner described.

**1. A completed online questionnaire via the BC Public Service Job Opportunity website**

IMPORTANT: The online questionnaire on the BC Public Service Job Opportunity website is very short, but it cannot be saved and will time out after 60 minutes. You will need to complete the questionnaire and submit it within 60 minutes or you will lose any information you have entered. Further instructions are provided in the questionnaire. Note that there are character limits in each field and your answers should be brief.

**2. A cover letter (submitted via email)**

**3. A resume (submitted via email)**

**4. Copies of all official transcripts from law school, undergraduate, and postgraduate studies scanned into one high resolution PDF (submitted via email)**

- Copies of official transcripts from your undergraduate, postgraduate, and law school studies must be provided by the January 17 deadline or your application will not be considered. If your fall term law grades are not available on your official transcript by the deadline, you may submit a scanned copy of an unofficial transcript instead.
- Documents listed in items 2 to 4 above must be emailed to [judiciallawclerkprogram@bccourts.ca](mailto:judiciallawclerkprogram@bccourts.ca) following the instructions below or your application may be rejected.
- Email your: (1) cover letter, (2) resume, and (3) transcripts, as individual pdf files attached to a SINGLE email.
- ALL emails sent regarding your application must include a subject line and a signature in the format below:

**Subject line:** Email subject line should read **LAST NAME, First Name – Clerking Application**

**\*Email Subject Line Example:**

**SMITH, Jane – Clerking Application**

**Signature:** Please include a signature

**\*\*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@bccourts.ca](mailto:judiciallawclerkprogram@bccourts.ca) by Monday, January 17, 2022 at 12:00 pm (noon).**

- Ensure that you email your referee a link to the [guidelines for submitting a letter of reference](#). Letters must be sent individually with the student's name in the subject line.
- At least one of your two referees must be a law professor.
- DO NOT MAIL letters of reference. Only emailed letters of reference will be accepted. Again, please ensure your referee is aware of and follows the [guidelines](#).

## **Interviews**

### **First Round of Interviews: February 2 – 11, 2022**

Applicants selected for a first interview will be interviewed by the courts' legal counsel during the period of **February 2 – 11, 2022**. All interviews will be conducted by video conference. You will also be asked to answer two questions in writing. Not all applicants will be interviewed, but all will be contacted.

**Second Round of Interviews: February 28 – March 4, 2022**

A second round of interviews for those applicants shortlisted after the first round will take place during the week of **February 28 – March 4, 2022**. Second-round interviews are conducted by a panel of judges from either the Court of Appeal or the Supreme Court. If you have a preference for a position at the Court of Appeal or at the Supreme Court, you may indicate that in your cover letter and in the application questionnaire. All interviews will be conducted by video conference.