

ST. KILDA LEGAL SERVICE CO-OP. LTD.
VOLUNTEER APPLICATION FORM

In order for us to ascertain how your skills may most effectively be utilised, and your areas of interest followed up at this Legal Service, we would appreciate your answering the following questions. The information you provide will be kept in strict confidence.

Name:

Address:
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Telephone: Home:
Work:.....
Mobile:.....

Email:.....

Occupation:.....

Name & address of employer or educational institution currently studying with (if applicable):
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Telephone:.....

Date of Admission or year of study completed:.....
Do you have a current Practising Certificate? (Practising Certificates will need to be produced.)
 Full Corporate/Employee Nil

Why do you wish to volunteer at the St. Kilda Legal Service?
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Volunteers at the St. Kilda Legal Service participate in a range of activities. Please tick those activities which you would be most interested in becoming involved with:

- Legal Casework Reception Law Reform Research
- Various Administrative Tasks
- Other:.....

If you are a lawyer, what area(s) do you specialise in?
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Are there areas of Law that you wish to expand your knowledge/skills in?
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Do you speak any language apart from English? If so, please specify:

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Please outline any administrative skills you may have i.e. Advanced computer or internet skills/ legal precedents/ bookkeeping/ accounting/ financial management/ reception skills etc).

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Please tell us about any other legal or non-legal skills/experience you believe may be of assistance to your involvement at a Community Legal Service i.e. Legal Education, Law Reform, Fundraising, Campaigning, First Aid etc.

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We ask volunteers to make a weekly commitment to attend for approximately 2-3 hours each session. Please nominate when you would prefer to volunteer:

- a) During Office Hours- 9.30am-5.00pm- for some casework, but primarily administrative/paralegal tasks
- b) Evenings- legal advice sessions- i) Monday, ii) Wednesday or iii) Thursday approx. 7.00-9.00pm.

If you are unable to commit yourself regularly to one session per week, how often would you be able to commit yourself?

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Would you be able to act as an emergency volunteer?

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Thank you for completing this application form. Please note that when a suitable vacancy arises, you will be asked to come in for an interview with the Volunteer Co-ordinator. In order to assist with the recruitment process, you may also be asked to provide details of referees and, where applicable, produce you Practising Certificate.

Please forward application forms to:

Anthea Teakle
Volunteer & Night Service Co-ordinator
St. Kilda Legal Service Co-op. Ltd.
161 Chapel Street
St. Kilda Vic 3182

Ph Direct: 8598 6613

Ph Office: 9534 0777

Fax: 9525 5704