
Application for Volunteer Work

Macquarie Legal Centre

Name:.....
Address:.....
.....
Phone:..... **Mobile:**.....
Email:.....
DOB:.....

1. Please tick any relevant category:

<input type="checkbox"/> Currently completing Law Degree	university..... level of study.....
<input type="checkbox"/> Completed Law Degree	university..... year graduated
<input type="checkbox"/> Currently completing other tertiary or TAFE studies (please specify).....
<input type="checkbox"/> Completed other tertiary or TAFE studies (please specify)

2. Current Employment:

Are you currently Employed?

- Yes
- No

If yes, please complete the following details:

Employer:
Job Title:
Primary Duties:
Duration of employment:.....

Employer:
Job Title:
Primary Duties:
Duration of employment:.....

3. Previous Employment:

Please fill out details about any previous employment experience over the last 3 years:

Employer:
Job Title:
Primary Duties:
Length of Employment:..... Period of employment.....

Employer:
Job Title:
Primary Duties:
Length of Employment:..... Period of employment.....

Employer:
Job Title:
Primary Duties:
Length of Employment:..... Period of employment.....

Employer:
Job Title:
Primary Duties:
Length of Employment:..... Period of employment.....

**4. Do you have any knowledge about the work done by Community Legal Centres?
If so, what do you know?.....**

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5. Why are you interested in volunteering in a Community Legal Centre?

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6. What are some of the reasons why free legal services should exist?

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7. What areas of law interest you particularly?

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**8. Rate your skills in the following areas
(1=excellent, 2=good, 3=adequate,4=no skills)**

dealing with clients over the phone	1	2	3	4
with clients face to face	1	2	3	4
reception duties /telephone etiquette	1	2	3	4
photocopying/faxing	1	2	3	4
filing	1	2	3	4
computer skills	1	2	3	4
skills with Macintosh computers specifically	1	2	3	4
communicating to people with low comprehension skills	1	2	3	4
communicating with people of non English speaking background	1	2	3	4

9. Indicate your first three preferences of volunteer shifts by indicating '1', '2' and '3'.

	Morning (9-1)		Afternoon (2-5)	
Monday	front office		telephone advice session	
Tuesday	front office		front office	
Wednesday	front office		front office	
Thursday	front office		telephone advice session	
Friday	front office		front office	

10. Are you available to start on the roster immediately?

- yes
- no, I am available to start volunteering on