



## VOLUNTEER APPLICATION FORM

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### Introduction

Thank you for enquiring about volunteering with WEstjustice. WEstjustice is the largest free not-for-profit community legal centre in the west of metropolitan Victoria. We are an independent generalist legal service and rely on our volunteers to meet the high demand for free community legal services in our local community. Our local community is comprised of the suburbs constituting the Cities of Maribyrnong, Hobsons Bay and Wyndham.

We pride ourselves on possessing a friendly, diverse and professional work environment that is at the forefront of social justice and advocacy. We are connected to the community and continuously foster and form partnerships with vital grassroots organisations, educational institutions, governments, industry and professional bodies to support our community.

Our services include:

Criminal law	Family law	Consumer law	Family Violence
Tenancy	Telecommunication	Mortgage Stress	Infringements
Discrimination	Workplace rights	Credit & debt	Motor vehicle accidents
Insurance disputes	Legal Education	Financial counselling	Etc.

WEstjustice also has a robust and innovative policy and community development program involving community legal education, law reform, and advocacy and community projects.

WEstjustice's "modus operandi" is based on strong links between casework, community development, and policy and law reform.

The volunteers at WEstjustice are involved in all levels of the organisation including the Board of Directors, Day and Night Lawyers, Law Students and Administration Assistants. All volunteers are appropriately supervised.

If volunteering at WEstjustice interests you, please fill out the attached volunteer application form and return it along with your CV/resume to [admin@westjustice.org.au](mailto:admin@westjustice.org.au).

Your interest in the service is admirable and we look forward to hearing from you.

Yours sincerely,

WEstjustice.

# WEstjustice

## VOLUNTEER DETAILS

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (M) \_\_\_\_\_ (H) \_\_\_\_\_  
Email: \_\_\_\_\_

Where do you want to volunteer? FOOTSCRAY WERRIBEE  
LAVERTON (evening only)

Do you speak a language other than English? YES/NO  
- If YES, which language & proficiency?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you admitted as an Australian lawyer in Victoria? YES/NO  
- If YES, do you hold a current Practicing Certificate? YES/NO  
- How many years of PQE do you have? \_\_\_\_\_

Are you a student? YES/NO  
- If YES, which educational institution, Course and Year?  
\_\_\_\_\_  
\_\_\_\_\_

Are you neither a lawyer nor student? YES/NO

### Availability

Please TICK the times suitable for you.

	Monday	Tuesday	Wednesday	Thursday	Friday
9.30 am – 1.00 pm					
2.00 pm – 5.30 pm					
6.00 pm – 8.00 pm (Night service)	X	Laverton (Family Law/ Family Violence)	Werribee (MVA)	X	X
Other (please specify)					

# WEstjustice

How frequent can you volunteer?    Everyday    Weekly    Fortnightly    Monthly;  
or Other    \_\_\_\_\_

**We ask that volunteers give us a minimum commitment of twelve months.**

*(All volunteers are on trial for a three month period and are subject to review. Volunteers are expected to commit to volunteering for the period and times agreed to with WEstjustice. Volunteers must not self-refer WEstjustice clients.)*

## **Background information**

**Reasons for volunteering with WEstjustice:**

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**Previous experience:** Please give brief details of related education, work, volunteer, community or other experience.

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**List areas of specialisation (Lawyers):**

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|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**List other areas of legal experience (Lawyers):**

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

**CIRCLE the area(s) you want to volunteer in:**

Administrative support	Research	Legal advice
Community Legal Education	Policy	Publications/Publicity
Other (please specify): _____		



## CONFIDENTIALITY AGREEMENT

1. I hereby agree to treat all information and documents directly or indirectly obtained through my volunteer duties at WEstjustice (Western Community Legal Centre Ltd) as strictly confidential. I will not pass or cause for any information or documents to be passed on in a manner that would breach that confidentiality to another person or the public without prior consent of WEstjustice.
2. I am aware that any breach of this condition can result in my being removed from the roster of volunteers and my services terminated.
3. I will maintain the confidentiality of the information and documents received as a result of my volunteer duties at WEstjustice at all times, even after I cease volunteering.

Signature: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_