|  |  |
| --- | --- |
|  C:\Users\admin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\18L740QA\MVLS_logo_RGB.tif  | **13a Wingate Avenue****ASCOT VALE. VIC. 3032****Phone:** (03) 9376 7929**Fax:** (03) 9376 9748 **Email:** admin@mvls.org.au |

**VOLUNTEER APPLICATION**

**Name:**

**Address:**

 **Postcode:**

**Phone (Home):**  **(Mobile):**

**Employer:**

**Address:**

 **Postcode:**

**Phone (Work):**

**E-mail:**

(NB: As we increasingly rely on e-mail to inform volunteers of vital news, events and changes can you please ensure you enter your E-mail address above).

**OCCUPATION / EXPERIENCE**

(Please tick)

* ARTICLED CLERK

 Where?

❑ STUDENT

 Course / Year / Institution

❑ OTHER: Please specify

Areas of expertise or special interest

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AVAILABILITY**

Moonee Valley Legal Service is open during the day from 9.00am - 5.00pm Monday to Friday and is staffed by salaried workers and some volunteers who assist with administration and/or special projects

**VOLUNTEER ROSTER**

Moonee Valley Legal Service operates a volunteer roster to coordinate volunteer placement and help ensure regular attendance. Please indicate what times you are available.

NOTE: The minimum requirements for volunteering require you to volunteer half day once per week **OR** a full day once a fortnight.

Weekly ❑ Fortnightly ❑

**MONDAY** 9.00AM - 5.00PM ❑

**TUESDAY** 9.00AM - 5.00PM ❑

**WEDNESDAY.** 9.00AM - 5.00PM ❑

**THURSDAY** 9.00AM - 5.00PM ❑

**FRIDAY** 9.00AM - 5.00PM ❑

**LANGUAGE SKILLS**

Do you speak another language apart from English? No ❑ Yes ❑

If yes, would you be willing to interpret? No ❑ Yes ❑

Please specify which language/s?

**OTHER SKILLS**

Please outline any other skills or experience you have which you think may be of assistance to the Moonee Valley Legal Service (e.g. Computer, admin, research, interpersonal, community etc.)

Please outline why you wish to volunteer with the Moonee Valley Legal Service.

Thank you for completing this application. Please forward this form to admin@mvls.org.au.

You will receive confirmation via email and be notified in due course the date of your interview/induction.

 Lauren McAlpine - Administration

If you require any further information please phone the Centre on 9376-7929**CHECK LIST (OFFICE USE ONLY)**

|  |
| --- |
| Attendance Details (e.g. Friday non-legal) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Volunteer Agreement Returned | **❑ Yes** |
| **Membership Form Returned** | **❑ Yes** |
| **Copy of Admission &/or****Practising Certificate Returned**  | **❑ Yes****❑ Yes** |
| **Confidentiality Agreement Returned** | **❑ Yes** |
| **Induction Undertaken** | Date: / / |
| **Training Completed** | Date: / / |

**Police Check Completed ❑ Yes**

**Notes: (Internal Use Only):**