



13a Wingate Avenue  
ASCOT VALE. VIC. 3032

Phone: (03) 9376 7929  
Fax: (03) 9376 9748  
Email: admin@mvl.org.au

## VOLUNTEER APPLICATION

Name:

Address:

Phone (Home):

(Mobile):

Email:

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Employer:

Work Address:

Phone (Work):

### 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 once per fortnight.

Weekly                       Fortnightly

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**MONDAY**            9.00AM - 5.00PM  
                          6.00PM - 8.30PM

**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 [volunteering@mvl.org.au](mailto:volunteering@mvl.org.au). You will receive confirmation via email and be notified in due course the date of your interview/induction.

If you require any further information please phone us on 9376-7929.

**CHECK LIST (OFFICE USE ONLY)**

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**Attendance Details (e.g. Friday non-legal) -----**

**Volunteer Agreement Returned**

**Yes**

**Membership Form Returned**

**Yes**

**Practising Certificate /Police Check**

**Yes**

Date:        /        /

**Confidentiality Agreement Returned**

Date:        /        /

**Induction Undertaken**

Date:        /        /

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

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