**Application for Legal Assistant (Volunteer)**

Justice Centre Hong Kong is a non-profit organisation that provides support to refugees, asylum seekers and other forced migrants in Hong Kong SAR. We work to support the vision of Hong Kong SAR as a welcoming and inclusive society.

We help forced migrants access social wefalre and psychological support, as well as legal assistance with their protection claims. Our engagement with the community aims to promote refugee participation in Hong Kong society. For more information about Justice Centre, please visit [www.justicecentre.org.hk](http://www.justicecentre.org.hk).

We are seeking a full-time volunteer for a minimum commitment of 6 months. A daily stipend of $75HKD will be provided to volunteers. We provide extensive training and supervision throughout the placement and offer regular legal and regional networking and professional development opportunities.

To assist us in processing your application for the role, please email the following to jobs@justicecentre.org.hk with the subjec† line: ‘Legal Assistant (Volunteer)’.

1. Your **CV**;
2. Your **Statement of Interest**;
3. A completed **Volunteer Application Form** (see below); and
4. **Two writing samples** (academic or professional; each over 500 words).

**JUSTICE CENTRE LEGAL SERVICES TEAM**

**VOLUNTEER APPLICATION FORM**

**References**

Please provide the details of two referees. One should be your current employer (if any), and it would be prefereable if there other were to be someone else who has known you in an academic or professional capacity.

|  |  |
| --- | --- |
| Full name |       |
| Email address |       |
| Relationship |       |

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| Full name |       |
| Email address |       |
| Relationship |       |

**Date of availability to take up the volunteer position**

If successful, what is the earliest available date upon which you would be able to start with Justice Centre Hong Kong?

**Availability to volunteer**

Can you please indicate below your availability to volunteer?

|  |  |  |
| --- | --- | --- |
|  | 9:30 AM – 6:00 PM(Yes / No) | If No, please indicate your available time (e.g., 9:30 AM – 1 PM, 2 PM – 6PM, or Not available all day) |
| Monday |       |       |
| Tuesday |       |       |
| Wednesday |       |       |
| Thursday |       |       |
| Friday |       |       |

**Duration**

Are you able to commit to a minimum 6 months with Justice Centre Hong Kong? [ ]  Yes [ ]  No

If no, please state your maximum period which you are able to commit to a volunteer position with Justice Centre Hong Kong:

**Right to Work / Volunteer**

Do you have the right to work or volunteer in Hong Kong? [ ]  Yes [ ]  No

If yes, please be prepared to provide us with proof upon request.

Please email a copy of your completed Volunteer Application Form with the other requisite documents to jobs@justicecentre.org.hk with the subject line ‘Legal Assistant (Volunteer)’. Due to the high level of interest in our organization, we may only be able to reply to shortlisted applicants. The information requested will be used only for the purpose of assessing your suitability for the role advertised. Thank you for your interest!