**Application for Legal Services Volunteer**

Justice Centre Hong Kong is an independent, non-profit, non-political organization working to support 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. Justice Centre provides direct legal, welfare and psychosocial support to people seeking protection in Hong Kong, and conducts professional and peer reviewed research, community empowerment initiatives and awareness raising, with the goal of promoting social cohesion and inclusiveness. For more information about Justice Centre, please visit <https://www.justicecentre.org.hk/>.

We are seeking a full-time volunteer for a minimum commitment of 6-months to join our Legal Services team. Part-time and flexible arrangements can be negotiated. A daily stipend of $75 will be provided to volunteers attending our office. 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 documents to jobs@justicecentre.org.hk with the subject line: ‘Legal Services 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 preferable if the other were to be someone else who has known you either in an academic or professional capacity.

|  |  |
| --- | --- |
| **Full name** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Relationship** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Full name** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Relationship** | Click or tap here to enter text. |

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

If successful, what is the earliest available date you can start with Justice Centre Hong Kong?

Click or tap here to enter text.

**Availability to volunteer**

Can you please indicate below your availability to volunteer?

|  |  |  |
| --- | --- | --- |
|  | **9:30AM – 6:00PM(Yes / No)** | **If No, please indicate your available time (e.g., 9:30AM-1PM, 2PM-6PM, or Not Available)** |
| **Monday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Tuesday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Wednesday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Thursday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Friday** | Click or tap here to enter text. | Click or tap here to enter text. |

**Duration**

Are you able to commit to a minimum of 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: Click or tap here to enter text.

**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 Services 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!