**Application Pack – Legal Assistant Volunteer (Full-time or Part-time)**

Justice Centre is committed to ensuring the safety and well-being of all clients, volunteers, consultants, contractors, and visitors, and has a zero-tolerance policy towards child abuse, and sexual harassment and exploitation of any kind. Where appropriate we will require the successful applicant to undertake a police background check.

At Justice Centre Hong Kong, we strive to foster community engagement and promote the active participation of refugees in Hong Kong society. Our commitment extends to creating a safe and inclusive working environment that reflects the diversity of the communities we serve.  We strongly encourage candidates with personal experiences of forced migration, individuals from minority ethnic backgrounds, those who identify as LGBTQ+, and individuals with disabilities and neuro-diversity to apply.

The information requested will be used only for the purpose of assessing your suitability for the role advertised. Justice Centre will hold the information you share in accordance with our privacy policy, available here: <https://www.justicecentre.org.hk/privacy-policy/>.

Thank you for your interest!

To assist us in processing your application for the role, please email the following to jobs@justicecentre.org.hk with the subject line ‘Legal Assistant Volunteer (Full-time or Part-time)’.

1. A completed Application Form; and

2. Your CV;

3. Your Statement of Interest;

4. Two writing samples (academic or professional; each over 500 words).

The closing date for applications is 8 Aug 2025. Interviews will be conducted on a rolling basis.

**Legal Assistant Volunteer (Full-time or Part-time) Application Form**

**References**

Please provide the details of two referees. One should be your current or most recent 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. |
| **Phone number** | 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. |
| **Phone number** | 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?

Which dates: Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
|  | **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 need a visa to reside in Hong Kong? If yes, what type of visa are you currently on?

[ ]  No, I do not need a visa

[ ]  Yes, I currently have the following visa (type): Click or tap here to enter text. This expires on (date): Click or tap to enter a date..

Please be prepared to provide us with proof of your right to work in Hong Kong upon request.