

Tower Hamlets Law Centre

Volunteer Application Form



Please complete this form as fully as possible.

If you find that you do not have enough space to complete any sections in the space provided, please continue on a separate sheet of paper.

Please return completed application form to: Dermot Morrow, General Office Supervisor, Tower Hamlets Law Centre, 214 Whitechapel Road, London E1 1BJ. Alternatively email: d.morrow@thlc.co.uk or fax: **020 7247 9424**

Position Applied for (tick) Admin/Reception Paralegal Diagnostic volunteer*

* Normally you will have gained at least 3-months experience as an Admin or Legal volunteer before consideration

1. PERSONAL DETAILS

Please complete all sections, including a daytime contact number if you may be contacted during the working hours.

Full Name			
Address			
Contact	Tel (daytime landline): Email:	Mobile:	

2. EDUCATION AND TRAINING

Please list any education and/or training (including short courses) which you have undertaken and which you think is relevant to your application.

Course	From	To	Results

3. RELEVANT WORK AND LIFE EXPERIENCE

This would include your current and previous employment, school placements, voluntary work and life experiences.

Employment dates	Employment details and nature of business	Position held	Full-time or Part-time

4. FURTHER INFORMATION

Use this section of the application form to make your case for being offered an interview. Refer to the skills and experience required by the person specification for the role and provide evidence that you have these skills, preferable by giving specific examples. Please continue on another sheet if necessary.

5. YOUR COMFORT AND SAFETY

Do you have any particular access requirements to enable you to undertake this role? If yes please give details.

Are there any health issues that you think we should be aware of? If yes please give details.

6. REFERENCES

Please give below the name and addresses of the two referees who will be able to provide references relating to your suitability for the post. One should be your present or most recent employer if you have one. Your referees will not be approached before we interview you.

FIRST REFEREE

SECOND REFEREE

Name

Name

Position Held/relationship to you

Position Held/relationship to you

.....

.....

Address

Address

.....

.....

.....

.....

Tel:

Tel:

Email:

Email:

7. DECLARATION

I declare that the information given on this form is correct to the best of my knowledge.

Signature

Date