# Administrative Assistant Volunteer Application Form

|  |  |
| --- | --- |
| First name(s) |  |
| Surname: |  |
| Address: |  |
| Telephone: |  |
| Volunteers are involved in many different ways at the Law Centre. It will help us to know what sort of work you are interested in, so please tell us about yourself. |
| You don't need any qualifications to be a volunteer at the Law Centre, but we are interested to know about your education and training background, and any qualifications that you hope to gain, so please give brief details: |
| You don't need any qualifications to be a volunteer at the Law Centre, but we are interested to know about your education and training background, and any qualifications that you hope to gain, so please give brief details: |
| How much time would you like to give to the Law Centre each week? |  |
| Please state days and times when you could be regularly available. |  |
| Please tell us if you would like to volunteer for a specific period or open-ended |  |
| Do you know Luton well? Please say how long you have lived here, and what you know of the town and its communities. |
| Please tell us where you are working, and/or where you have worked in the past, and what sort of experience you have had. Please include paid and unpaid work: |
| Employer |  |
| Job title |  |
| Starting and ending dates |  |
| Duties/responsibilities |  |
| Employer |  |
| Job title |  |
| Duties/responsibilities |  |
| Employer |  |
| Job title |  |
| Starting and ending dates |  |
| Duties/responsibilities |  |
| Employer |  |
| Job title |  |
| Starting and ending dates |  |
| Duties/responsibilities |  |
| How do you spend your spare time? |
| Please tell us about any other skills, knowledge or experience you have which may be useful (e.g. languages spoken, typing, computing etc): |  |
| Do you have any physical disabilities? If so, please say what sort of workplace aids or assistance you might need: |  |

|  |
| --- |
| Please give the names and addresses of two people who can give a reference for you: |
|  |  |
| Signed:  | Date: |
| Please return this form to: Michele Rigby (mrigby@lutonlawcentre.org.uk) , |
| For Law Centre UseInterview Date: Time: Attended: yes/no |
| Interviewed by: Refs requested Received: 1 2 |
| Start date: Agreed regular day of attendance. . |