

Application to become a non-lawyer volunteer at Richmond Legal Advice Service

To be a non-lawyer volunteer at RLAS involves 3 steps:

- you must complete this application form; and
- on acceptance by the RLAS trustees, sign and return the non-lawyer volunteer confidentiality agreement; and
- attend the sessions to which are allocated on the RLAS.

Your contact details

Your first name(s): _____

Your last name: _____

Your address: _____

Your telephones: Landline: _____

 Mobile: _____

Your email address(es) _____

Your studies or work experience

Your status (tick appropriate box)

I am:

1. a third year law degree student.
2. a student studying for a post-graduate diploma in law (GDL).
3. a student on a Legal Practice Course (LPC).
4. a student on a Bar Professional Training Course (BPTC).
5. a paralegal (employed by a law firm in the capacity as a paralegal).

For students

If any of 1 to 4 apply please indicate where you are studying:

For paralegals

If 5 applies please indicate where you are employed:

Note: Some employers require their employees to either (a) let them know about their volunteering or other outside-of-work activities; or (b) obtain their permission. You should check your contract of employment and/or speak to the relevant person at your employers.

I do / do not require permission from my employer to volunteer at RLAS

I have obtained permission from employer

Reference

The following person is willing to act as a reference (someone who will be able to confirm whether you are student in the relevant category or that you are employed as a para legal).

Name: _____

Who they work for: _____

their address: _____

their telephones: Landline: _____

Mobile: _____

their email address(es) _____

RLAS guidance and policies

RLAS has produced various policies and guidance which it expects its volunteers to agree to and follow.

The current policies and guidance are:

Policies

- a confidentiality policy
- a complaints procedure policy
- an equal opportunities policy

Guidance

- referral guidance
- guidance on follow up work for or writing to or on behalf of a client

These are available from: www.rlas.org.uk/guidance_policy.html. They are updated and added to from time-to-time.

Declaration

I declare that:

1. that I wish to volunteer at RLAS as a non-lawyer volunteer;
2. that the information I have provided in this form is correct;
3. that I have read the guidance and policies referred to above and agree to follow them;
4. I will act under the direction of the trustees of RLAS as a volunteer.

Signature: _____

Date: _____