

# Application to become a lawyer volunteer at Richmond Legal Advice Service

To become a lawyer volunteer at RLAS involves 3 steps:

- you must sit in on at least two advice sessions;
- you must complete this application form and provide evidence of your qualifications; and
- the trustees of RLAS will decide whether to accept your application (which may include carrying out checks with third parties, such as referees and professional bodies).

## Dates when you visited RLAS

I sat in on advice sessions at RLAS on the following dates (please list them)

First session	Second session	Third visit

## Your contact details

First names:	
Last name:	
Address:	
Telephone:	
Email:	
Email:	

## Your qualification(s) / experience

### Your qualification as a lawyer

I am:	Yes	No
• a <b>solicitor</b> (you are admitted as solicitor and are currently on the roll of solicitors)		
• a <b>barrister</b> (you were called to the bar and have successfully completed a pupillage)		
• a <b>trainee solicitor</b> (you are undertaking a training contract with an authorised training provider)		
• a <b>pupil barrister</b> (you are undertaking a pupillage with an authorised training provider)		

### Other qualification details

What is your role number?	
Year admitted as a solicitor / completed pupillage?	
Do you have a current practising certificate?	

### Evidence of qualification

With the application form, I am providing copies of the following documents (please tick all that apply):

	Yes	No
• my admission as a solicitor		
• my call to the bar and successful completion of pupillage		
• my practising certificate		
• evidence that I am a trainee solicitor or I am pupil barrister		

I agree to show the originals of these documents when asked to by a trustee of RLAS.

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### Complaints and disciplinary action

Have you had any complaints or disciplinary action taken against you which has resulted in action:

	Yes	No
• the Solicitor's Disciplinary Tribunal		
• Solicitors Regulatory Authority		
• Bar Council		
• the Legal Ombudsman		
• any other regulatory body		

If the answer is 'Yes' to any of the above. Please provide details on a separate sheet, including the result of any such action.

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### Insurance claims

Has any claim on any professional indemnity insurance policy which covers you been made due to your work as a lawyer?

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### Employment/training

#### Employment or training status

<i>I am currently working as:</i>	Yes	No
• as a solicitor in a firm of solicitors		
• as a (tenant) barrister in a barrister's chambers		
• as in-house lawyer/counsel		
<i>I am working but, not as a lawyer</i>		
<i>I am not working but volunteering</i>		
<i>I am trainee lawyer:</i>		
• a trainee solicitor		
• a pupill barrister		

*I am not currently working or volunteering*

Name of place you work, volunteer, or who is your authorised training provider:

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### Permission

*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 employer so that:

	Yes	No
• I require permission to volunteer at RLAS		
• I have obtained permission from my employer		

### Reference

The following person is willing to act as a reference (note: if you are a trainee solicitor or pupil barrister, this must be the person who is your authorised trainer).

Name:	
Who they work for:	
Job title / Position:	
Their address:	
Email address:	

Telephone:	
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## Specialisms

Please tick/select as many as apply to you:

	Tick all those that apply
• Business	
• Children law	
• Charity	
• Civil litigation	
• Clinical negligence	
• Commercial law	
• Consumer/Contract	
• Conveyancing	
• Council (and parking (tickets/enforcement))	
• Crime	
• Criminal Litigation	
• Debt/Personal Finance/Tax	
• Education	
• Employment	
• Family/Relationship/ Divorce	
• Landlord & Tenant (renting flats/rooms/etc)	
• Litigation	
• Neighbours (noise/nuisance/trespass/access to land/trees or plants/boundaries/party wall)	
• Personal Injury	
• Planning Law	
• Professional negligence	
• Property Ownership (House/Flat (leasehold))	
• Welfare benefits	

- |                   |  |
|-------------------|--|
| • Wills & Probate |  |
|-------------------|--|

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### Are there other areas which you specialise in?

If there are other areas of law in which you specialise or which you have a good understanding, please list them here:

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### Rota

	Tick which applies
<i>How often can you volunteer?</i>	
• once every 2 weeks	
• once a month	
• once every 6 weeks	
• once every 2 months	
<i>When you cannot volunteer</i>	
• first Tuesday of a month	
• second Tuesday of the month	
• third Tuesday of a month	
• fourth Tuesday of a month	
• Particular months in a year	
Please sepcify	

### RLAS guidance and policies

RLAS has produced policies and guidance that 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](http://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;
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; and
4. I will act as a volunteer under the direction of the trustees of RLAS.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_