

**Public Interest Law Center
Application for Volunteers**

Email completed form to lbrooks@pubintl.org

Contact information:

Name (first and last):					
Address:					
City:		State:		Zip:	
Home Phone (numbers only)					
Mobile Phone (numbers only)					
E-mail					

If you are currently employed, please provide the following information:

Title:					
Employer:					
Work Address:					
City:		State:		Zip:	
Work Phone:					

If you are a student, please provide the following information:

School:					
Degree or Major:					
Anticipated Graduation Date (MM/YY):	/				

If you are an attorney, please provide the following information:

Are you licensed to practice law?	
If yes, what state?	
If you selected "other" above, please specify:	

The Law Center needs volunteer assistance in the following areas; please indicate which interest you by checking as many as you wish:

<input type="checkbox"/> Reception/phones	<input type="checkbox"/> Data analysis
<input type="checkbox"/> Legal file clerk – scanning, copying, filing	<input type="checkbox"/> Non-legal research
<input type="checkbox"/> Database entry	<input type="checkbox"/> Communications/Writing
<input type="checkbox"/> Paralegal	<input type="checkbox"/> Marketing/Public Relations
<input type="checkbox"/> Substantive document review	<input type="checkbox"/> Legal research and writing
<input type="checkbox"/> Events	<input type="checkbox"/> Administrative hearings

When are you available? Check all that apply.

Monday:	<input type="checkbox"/> 9-11am	<input type="checkbox"/> 11am-1pm	<input type="checkbox"/> 1-3pm	<input type="checkbox"/> 3-5pm
Tuesday:	<input type="checkbox"/> 9-11am	<input type="checkbox"/> 11am-1pm	<input type="checkbox"/> 1-3pm	<input type="checkbox"/> 3-5pm
Wednesday:	<input type="checkbox"/> 9-11am	<input type="checkbox"/> 11am-1pm	<input type="checkbox"/> 1-3pm	<input type="checkbox"/> 3-5pm
Thursday:	<input type="checkbox"/> 9-11am	<input type="checkbox"/> 11am-1pm	<input type="checkbox"/> 1-3pm	<input type="checkbox"/> 3-5pm
Friday:	<input type="checkbox"/> 9-11am	<input type="checkbox"/> 11am-1pm	<input type="checkbox"/> 1-3pm	<input type="checkbox"/> 3-5pm

The Law Center occasionally needs help for special events or projects that take place after work hours or on weekends. Would you like to be contacted about these opportunities? Yes

Time commitment

Being well informed about the amount of time you can commit and any upcoming changes to your schedule helps us assign you projects that will be a good fit. Please provide as much detail as possible below:	
When are you available to start?	/ /
Number of hours per week:	
End date for your volunteer availability? (if no known end date, leave blank)	/ /
Anything else we should know about your schedule? Upcoming vacations, class schedule changes, etc?	

Do you have volunteer experience? Please specify:

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Why are you interested in volunteering at the Law Center?

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What are your expectations and/or what are you hoping to learn from your experience?

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Please list special skills or background that you bring to the Law Center:

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Tell us something fun or interesting about yourself to help us get to know you!

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By checking this box, I acknowledge that upon commencing volunteering for the Law Center I will be asked to sign an agreement stating that I understand that confidentiality of all records is very important in a law office. As a volunteer for Public Interest Law Center, I will not disclose to anyone outside of the office any of the confidential information I may learn in the course of volunteering here.

I would prefer not to receive e-mail updates from the Law Center