

Date:

Name:

Postal Address:

Telephone M:  
W:  
H:

Email:

**VOLUNTEER AS AN ADMINISTRATIVE ASSISTANT**

1. Availability for volunteering:

- Day service
- Evening service
- Weekend service

2. Frequency:

- Weekly
- Fortnightly
- Monthly

3. Please outline any particular qualifications, skills or experience you have that might assist you in your work with the Seeking Refuge Project (e.g. legal skills, client skills, research skills, case management, social work, etc.)

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4. Have you volunteered as an Administrative Assistant for a community organisation previously? If yes, please describe where, when and in what capacity.

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5. Why are you interested in volunteering as an Administrative Assistant with the Seeking Refuge Project?

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6. Please attach a copy of your current CV to your application.

Thank you for expressing your interest in volunteering as an Administrative Assistant as part of the Seeking Refugee Project (Geelong) and Refugee Legal. Please return your completed application form and copy of your current CV via email to [marijana.graljuk@barwoncls.org.au](mailto:marijana.graljuk@barwoncls.org.au)

For more information regarding the Seeking Refuge Project, please contact Marijana on 1300 430 599.

The Seeking Refuge Project Worker will contact you to acknowledge receipt of your application. You will then be contacted to attend an information and/or training session. Following this, a selection interview will take place and acceptance into the program will be determined.

<b>Office use only</b>	
Copy forwarded to RILC: Yes/No	
Date received:	
Date interviewed:	
Comments:	