

**Legal Volunteer/Student/Employee Application Form**

This form is to be used for all positions at Pine Tree Legal Assistance

Full Name of Volunteer: \_\_\_\_\_

Former name/maiden name: \_\_\_\_\_

Street address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current School/Educational status: \_\_\_\_\_

Current work place: \_\_\_\_\_

Any past dealings [self or family/friends] with Pine Tree?     yes     no

If yes, please explain:

*If accepted as a volunteer at Pine Tree Legal Assistance, I will keep all information about cases or clients confidential and will not disclose it to any outside individual. I agree that Pine Tree may conduct a background check to confirm my eligibility to serve as a volunteer/student/employee*

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

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

.....  
For staff use only:

Local staff supervisor/contact: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

End date: \_\_\_\_\_

Volunteer duties: \_\_\_\_\_

Estimated hours/week: \_\_\_\_\_ specific schedule of hours     yes     no

Volunteer will require access to computer network:     yes     no

Volunteer will require Legal Files privileges:     yes     no

Staff email inquiry completed:  yes  no    Conflicts check completed:  yes  no

**Completed Form must be faxed to Central (828-2300) at least 10 days prior to acceptance of volunteer by the local office to complete final review and approval of application. IN NO EVENT should volunteer start work prior to this approval.**

Volunteer has been approved:     yes     no    by: \_\_\_\_\_

General orientation will be scheduled on: \_\_\_\_\_

[If appropriate] Computer orientation will be scheduled on: \_\_\_\_\_