**Application for Summer Intern**

Justice Centre is a non-profit organisation that delivers legal and social services to refugees, asylum seekers and other displaced people in Hong Kong SAR. We work to support the vision of Hong Kong SAR as a welcoming and inclusive society.

We provide free specialist legal help to people experiencing forced displacement, while offering tailored welfare and psychosocial support to those affected by trauma and destitution. Through strategic casework, research, training and technical assistance and community initiatives, we work to ensure that even the most marginalised members of Hong Kong society have equitable access to essential services and a voice in our society.

Our engagement with the community aims to promote refugee participation in Hong Kong society. We are committed to creating a safe, supportive working environment, reflecting of the diverse communities we serve. For more information about Justice Centre, please visit [www.justicecentre.org.hk](http://www.justicecentre.org.hk).

**Purpose of position**

The Summer Intern is an opportunity for those with legal experience and for those with a passion for supporting refugee, asylum seekers and other forced migrants in the Hong Kong SAR. It is a structured position, with detailed training and supervision provided by Justice Centre’s experienced legal team. Volunteers will develop legal and practical expertise and deliver a valuable contribution to the Legal Services of Justice Centre Hong Kong, and to our clients.

Whilst we usually require a commitment of six months for positions within our Legal Services Team, this role is for applicants who are only available for a shorter time commitment during the summer, and so can offer a reduced commitment of three months.

To assist us in processing your application for the role, please email the following documents to [jobs@justicecentre.org.hk](mailto:jobs@justicecentre.org.hk) with the subject line: ‘Summer Intern’.

1. Your **CV**;
2. A **Statement of Interest** (outlining how you meet the requirements for the role);
3. A completed **Volunteer Application Form** (see below); and
4. **Two writing samples** (academic or professional; each over 500 words).

**JUSTICE CENTRE LEGAL SERVICES TEAM**

**VOLUNTEER APPLICATION FORM**

**References**

Please provide the details of two referees. One should be your current employer (if any), and it would be preferable if the other were to be someone else who has known you either in an academic or professional capacity.

|  |  |
| --- | --- |
| **Full name** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Relationship** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Full name** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Relationship** | Click or tap here to enter text. |

**Date of availability to take up the volunteer position**

Click or tap here to enter text.

**Availability to volunteer**

Can you please indicate below your availability to volunteer?

|  |  |  |
| --- | --- | --- |
|  | **9:30AM – 6:00PM**  **(Yes / No)** | **If No, please indicate your available time (e.g., 9:30AM-1PM, 2PM-6PM,**  **or Not Available)** |
| **Monday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Tuesday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Wednesday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Thursday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Friday** | Click or tap here to enter text. | Click or tap here to enter text. |

**Duration**

Are you able to commit to a minimum of 3-months with Justice Centre Hong Kong? Yes No

If No, please state your maximum period which you are able to commit to a volunteer position with Justice Centre Hong Kong: Click or tap here to enter text.

**Right to Work / Volunteer**

Do you have the right to work or volunteer in Hong Kong? Yes No

If Yes, please be prepared to provide us with proof upon request.

Please email a copy of your completed Volunteer Application Form with the other requisite documents to [jobs@justicecentre.org.hk](mailto:jobs@justicecentre.org.hk) with the subject line ‘Summer Intern’. Due to the high level of interest in our organization, we may only be able to reply to shortlisted applicants. The information requested will be used only for the purpose of assessing your suitability for the role advertised. Thank you for your interest!