Legal Aid Western Australia
Practical Legal Training Work Experience Program 2019

How to Apply

What we are looking for in our selection process
We are looking for people who demonstrate they meet the criteria outlined below.

A strong and genuine desire to serve the community
We are interested in people with a strong and genuine desire to serve the community, especially those who are socially and economically disadvantaged, and a demonstrated commitment to social justice.

We are looking for:

- Relevant experience with our client group. Our client group includes children, lower socio-economic groups, people from non-English speaking backgrounds, people with disabilities, mental illnesses or impairments and people who are disadvantaged in other ways

- Any other relevant experience (e.g. volunteer work and other examples of serving the community)

A commitment to the type of work we do
We are interested in**:**

- the units you study - including your grades if everything else is equal

- people who are willing and able to work in more than one area of law

- people with high ethical and professional standards

- your ability to fit into our organisation

- proven team players

- people who are prepared to assist and represent people on serious (or often distasteful) charges, and to deal with extremely difficult people (including drug/alcohol and mentally impaired clients)

Other skills

- Other relevant qualifications

- Languages

- Computer skills including typing and word processing

- Life skills

How can you improve your chances of volunteering at Legal Aid WA?
You must be able to demonstrate through previous behaviours and actions (and not just words) that you are suitable and committed to the type of work we do.

Do your homework
There is lots of information about Legal Aid WA in the public domain that can help you learn more about us.

- Look at the contents of our website www.legalaid.wa.gov.au

- Read our Annual Report and client pamphlets (these are available online)

- Sit in court and watch what our lawyers do

Structure your units towards areas we practice in

- Our legal practice covers criminal, family and civil law
- We are also interested in Dispute Resolution processes
- We like relevant practical units and clinical university programs
- We like relevant extra curricular activities like Forensic Advocacy, Mooting and Trial Advocacy

Demonstrate your commitment to social justice and our client group

Working with our client group is not for everyone.

Relevant work experience includes legal experience in Community Legal Centres/other legal organisations, work with welfare organisations, community groups, relevant government departments and clinical university programs.

Cultivate other relevant experience - be an active community member.

Common mistakes in applications

Every year we have a large number of applications for a small number of positions. When we short list we are looking for people who take care in their work, can meet deadlines and have a reasonable level of computer literacy. In such a large and competitive field, you cannot afford to make silly mistakes - but year after year we see the same sort of errors again and again.

Proof reading and general information

- Get someone else to proof read your application for you. As a lawyer you will be writing important letters on our behalf - this makes it even more important to check the sample of work you are sending us.
- Be decisive. We prefer people with firm opinions about what they want to do.
- Get your application in on time.
- Double check the name and correct title for the person you are sending the application to (sometimes the student handbooks are wrong or out of date).
- Make sure you attach a copy of your academic record.

Style

- Use plain English wherever possible and always put the important things first. Remember that we have to read lots of applications - you need to make it easy for us and you must catch our attention on the first page.
- Generally, the covering letter should be no more than 1-2 pages in length.
- Make sure your application is focussed on your target audience - us. The proformas sent to every firm on the Terrace really stand out.

General Enquiries (not for applications)

Contact: Human Resources Branch
Email: positions@legalaid.wa.gov.au
Tel: (08) 9261 6496