

Application to Complete Practical Legal Training

Legal Aid NSW is committed to supporting and encouraging law students to meet their practical legal training obligations and gain practical legal experience by working with our solicitors in either the Criminal, Civil or Family Law divisions.

This application form is for external students seeking to undertake Practical Legal Training at Legal Aid NSW. It does not cover arrangements with current Legal Aid NSW employees who want to undertake PLT.

Please read the [Legal Aid NSW PLT Program Guidelines for Applicants](#) and [PLT Student Role and Responsibilities](#) before completing and submitting your application.

Student Details

Name	
Date of Birth	
Mobile	
Email	
Name of Institution	
No. of LLB Units Remaining <i>(specify whether core or elective)</i>	

Please specify if your application is for PLT or other work experience / placement:

Eligibility Criteria (specifically for PLT program)

Only eligible applicants will be considered for the PLT program. To be eligible, you must be:

- a final year LLB (or equivalent law qualification) student or recent graduate who has not yet completed PLT; and
- willing and able to complete a placement that is a minimum of 80 days at Legal Aid NSW, on a full time or part time basis in a voluntary capacity.
- Fully vaccinated against COVID-19 prior to commencement

Do you satisfy all these requirements?

Proposed Placement

Commencement Date					
Completion Date <i>(minimum 80 days)</i>					
Are you seeking a full-time or part-time placement?					
If part-time, please indicate your availability	Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Weds <input type="checkbox"/>	Thurs <input type="checkbox"/>	Fri <input type="checkbox"/>

Placement Preference *(please number in order of preference)*

Civil Law		Criminal Law		Family Law	
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Placement Location Preference *(please number in order of preference)*

Sydney Metropolitan

Bankstown		Blacktown		Burwood	
Campbelltown		Fairfield		Liverpool	
Parramatta		Penrith		Sutherland	
Sydney CBD					

Regional NSW

Albury		Coffs Harbour		Dubbo	
Gosford		Lismore		Newcastle	
Nowra		Orange		Port Macquarie	
Tamworth		Wagga Wagga		Wollongong	

Insurance Details

Will your Institution provide you with insurance coverage for the duration of this placement?

Yes <i>(please ensure a copy is provided with your application)</i>	<input type="checkbox"/>
No	<input type="checkbox"/>

Referee Details

Please provide the following details for two people who we can contact about your application. Please state clearly, how you know the referees.

Referee 1	
Name	
Address	
Email	
Contact Number/s	
Relationship	

Referee 2	
Name	
Address	
Email	
Contact Number/s	
Relationship	

Applicant Checklist

Before submitting your application package to erecruitment@legalaid.nsw.gov.au, please ensure you have provided/included:

Completed Application Form	
Cover Letter (max 2 pages)	
Curriculum Vitae (max 3 pages)	
Contact details of 2 referees	
Copies of your University transcripts	
Copy of insurance coverage/policy	

Signature		Date	
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Thank you for your application.