

Applications must include all the components as set forth below. **All parts are due on Wednesday, September 14, 2011, by 5 p.m. EDT.**  
Late or faxed submissions will not be considered.

**Warning: Server traffic will be very heavy as the deadline approaches. Applicants are strongly advised to edit, complete, and submit the online application as far in advance of the Wednesday, September 14, 2011, by 5 p.m. EDT deadline as possible.**

If you have any questions about the application, please contact Equal Justice Works at [fellowships@equaljusticeworks.org](mailto:fellowships@equaljusticeworks.org).

*REMINDER: Please remember that you are using an online application system that is being accessed by hundreds of interested parties. Please protect and save your work product in your word processing program such as MS Word or WordPerfect in case this system experiences a malfunction.*

### Application Formatting Instructions

**Formatted Edit mode:** This feature was created to support a spell check function and special formatting, such as bold text, bullets or graphics. If you have difficulty in your browser editing using the **Formatted Edit** mode, you may use the **Basic Edit** mode.

**Basic Edit mode:** This online system does not support a spell check function and special formatting, such as bold text, bullets or graphics. It is therefore strongly recommended that candidates the Basic Edit mode draft the Proposal Narrative in Word or WordPerfect, use the spell check tool in the word processing program and then paste the text into the text boxes below. The lack of formatting will not negatively affect consideration of applications.

Switch to: [Formatted Edit Mode](#)

**Character limits:** Please do your best adhere to the designated number of characters in each text box. The application does not support a character counter. It is advised that you use a separate word processing program with count capabilities to track your progress. Significantly exceeding the text limits will reflect negatively on your application.

---

### Candidate Information (Candidate Information will be stored within your User Profile)

Prefix	<input type="text"/>	*	Telephone	<input type="text"/>	*
First Name	<input type="text"/>	*	Alt. Phone	<input type="text"/>	
Last Name	<input type="text"/>	*	Fax	<input type="text"/>	
Address	<input type="text"/>	*	Email	<input type="text"/>	*
City	<input type="text"/>	*			
State	<input type="text"/>	*			
Zip	<input type="text"/>	*			

If any of the above information changes during the selection process, please email [fellowships@equaljusticeworks.org](mailto:fellowships@equaljusticeworks.org).

Law School  \*

Fellowship candidates must be third-year law students or graduates from a [2011-2012 Equal Justice Works law school](#) to be eligible for a Fellowship. If your school is not listed, please contact your career services office or [membership@equaljusticeworks.org](mailto:membership@equaljusticeworks.org).

Grad Month  \*

Grad Year  \*

Have you applied or do you intend to apply for a 2012 judicial clerkship?

\*

**Please note:** Applying for a clerkship WILL NOT affect evaluation of your application. If you accept a judicial clerkship or other position at any time during the selection process, however, you must notify Equal Justice Works immediately to withdraw your Equal Justice Works Fellowship application.

---

### Voluntary Diversity Survey

Equal Justice Works strives to attract program participants who are diverse in many respects and, in this diversity, are able to understand and empower clients and communities in new ways.

Completing the questionnaire below is **voluntary**, but **strongly encouraged**, in order to help us advance our goal of attracting diverse individuals to our programs. Your individual responses will be kept confidential.

I am:

Please check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> African/African-American/Black        | <input type="checkbox"/> Transgender                            |
| <input type="checkbox"/> Native American/American Indian       | <input type="checkbox"/> Gay/Lesbian/Bisexual/Queer             |
| <input type="checkbox"/> Asian/Asian-American/Pacific Islander | <input type="checkbox"/> Person with a disability               |
| <input type="checkbox"/> Caucasian/European-American/White     | <input type="checkbox"/> First generation college graduate      |
| <input type="checkbox"/> Latino/Latina/Hispanic-American       | <input type="checkbox"/> Low-income or working class background |



## Part I. Project Description

Part I should be a collaborative effort between the prospective host organization and the candidate.

### a. Provide a compelling one-sentence description of your proposed project and target population:

The sentence should begin with a verb. For example: "Provide legal advocacy and outreach to low-income immigrants in Brooklyn, New York..." **Limit text to approximately 200 characters, including spaces**

### b. Please select the most relevant subject area classification for your project.

If "Other Area" selected, please specify:

\*Note that "Other Area" is intended for use only in cases where none of the issue areas on the pull-down list reflect the work you propose to do. If your proposed project is designed to address multiple areas, select your primary issue area focus.

### c. Executive summary

Briefly summarize the need that you are proposing to address, the strategies that you intend to employ and the major outcomes anticipated. **Limit text to approximately 1000 characters, including spaces**

### d. Statement of need

Describe the need and community to be served by the proposed project. Factors which affect the degree of "need" include: the timeliness or potential impact of the issue, the number of people affected, the size and nature of the geographic area or the lack of legal assistance available. **Limit text to approximately 2500 characters, including spaces**

### e. Activities to meet the need and anticipated outcomes

Describe the planned project activities to address the need described above, including a brief statement of the specific goals of the Fellowship project and the sustainable impact it will have beyond the Fellowship term. On a two-year timeline, list major milestones that will be accomplished by the Fellow, in six-month increments, in order to achieve the overall project goals. **Limit text to approximately 3500 characters, including spaces**

### f. Collaboration and distinguishable services

Describe how you will collaborate with other legal and/or non-legal service providers in the community. If there are services that are currently provided to meet the need in your target community, please describe how the proposed project is distinguishable from or complementary to those existing services. Also describe how the work of the project is distinct from that of a general staff attorney or any previous Fellow at the host organization, but supportive of the organization's mission. For example, a project might take a new approach to addressing an issue affecting the organization's target population or replicate a model that has proven successful in another community. **Limit text to approximately 3500 characters, including spaces**

### g. Potential sponsor involvement

Equal Justice Works Fellowships are sponsored by law firms, corporations, individuals, bar associations and foundations. Nearly all Fellowship sponsors are interested in being involved in the Fellowships they fund in some manner. Some sponsors select projects of interest based on potential involvement, i.e. pro bono attorney involvement. In 5-10 sentences, please describe below a few different ways in which your project could involve a sponsor, i.e. pro bono attorney involvement in cases or research, administrative support, helping staff a clinic, inviting sponsor to events, media for sponsor, etc. **Limit text to approximately 1000 characters, including spaces**

---

## Part II. Candidate Background

Part II should be completed by the candidate and reviewed by the prospective host organization.

### a. Personal Statement

Briefly describe, in the first person, your connection to the community with whom you will work. Describe how your personal background, experiences, and/or unique qualifications best suit you for this Fellowship project. Consider describing a personal or professional challenge that you've faced in the past five years and how you overcame that challenge. **Limit text to approximately 3500 characters, including spaces**

### b. Skills and experience

Describe your public interest work, volunteer service, law school, clinical, coursework and other relevant experiences that have equipped you with the skills, including organizational and project management skills, to accomplish the proposed Fellowship project. **Limit text to approximately 3500 characters, including spaces**

### c. Résumé

**Please upload your Resume from the Application Workspace**

### d. References

For each of your most pertinent public interest positions or other experiences, provide the name, city and state of the organization, the time period in which it was performed and the name and phone number of a contact person who can speak about your work there. Work that is non-legal in nature may be listed. **(List 3-5 references) Limit text to approximately 1000 characters, including spaces**

---

## Part III. Host Organization Background

Part III should be a collaborative effort between the prospective host organization and the candidate.

a. Describe how the particular project idea was conceived and how it relates to the overall mission and current strategies of the organization. If applicable, describe any prior work by the candidate with the host organization. **Text limit: 1500 characters, including spaces**

b. Fellowship host organizations are required to provide thorough orientation, training, support and supervision throughout the term of the Fellowship. Please answer the following questions related to support:

- Name of the Fellow's primary supervisor?

First

Last

- 
- How many years of experience, and in what capacity, does the supervisor have in the substantive area of the proposed Fellowship project? Please provide a brief description of past (or current) experience related to the proposed Fellowship project. **Limit text to approximately 1000 characters, including spaces**

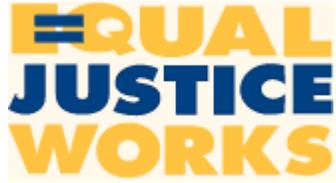
- How many years of experience and what role does the supervisor have in supervising and managing staff? **Limit text to approximately 1000 characters, including spaces**
- Will the supervisor be responsible for supervision of others in addition to the Fellow, and if so, how many people? If the supervisor should take extended leave or depart in advance of or during the Fellowship term, what strategies would the prospective host organization employ to ensure seamless supervision? **Limit text to approximately 1000 characters, including spaces**
- How often will the supervisor meet with the Fellow? Please describe your level of interaction with the Fellow and proposed project. **Limit text to approximately 1000 characters, including spaces**
- State the number of total staff, including non-attorneys, in the office. **Limit text to approximately 500 characters, including spaces**
- If the project represents a new practice area for the organization, describe your plans to provide the Fellow with support and resources specific to the practice area. **Limit text to approximately 1000 characters, including spaces**

c. Please indicate by checking the box which items you plan to provide in the Fellow's physical work environment.

- Desk
- Office
- Cubicle
- Computer
- Phone
- Describe the technology that will be available to the Fellow. **Limit text to approximately 500 characters, including spaces**

d. Please provide specific plans for the Fellow's training and professional development during the Fellowship. You may describe both skills-based and substantive trainings, in addition to opportunities to serve on community coalitions or task forces, and introductions to leaders in the field. **Limit text to approximately 1500 characters, including spaces**

Below is a sample contract



## Equal Justice Works Fellowships Certification by Host Organization

As Executive Director of <blank> (Host Organization), I certify that:

- We, the Host Organization, are committed to hiring the candidate as an attorney to work on the proposed project if the applicant is awarded a Fellowship.
- We, the Host Organization, will provide health insurance and other standard fringe benefits to the candidate if a Fellowship is awarded. The benefits that we currently provide and that we expect to provide to the candidate during his or her Fellowship are set forth on the attached Exhibit A. However, we reserve the right to amend or terminate any of our benefit plans at any time in our sole discretion.
- We understand that the cost of benefits to be provided to the candidate is not covered by Equal Justice Works.
- We have informed the candidate of the date when the coverage will begin, the percentage of the costs that will be covered by the Host Organization and the percentage that will be payable by the Fellow.
- The position would not exist without the Fellowship program.
- The Fellow will be paid a gross salary of \$<blank>. This salary level is commensurate to what an attorney at the Host Organization with similar experience and/or responsibility would receive. The Host Organization agrees that it will be solely responsible to pay any portion of the Fellow's salary that exceeds \$39,000. If staff-wide salary adjustments are made prior to or during the Fellowship term, we will apply the same adjustment to the Fellow's salary and notify Equal Justice Works.
- <blank> (Host Organization) is a nonprofit organization that is not conducted or maintained for the purpose of making a profit.

### EXHIBIT A

Benefits summary, list of benefits to be provided to the candidate:

### Acknowledgement

By signing this Form, the candidate and Host Organization certify that they have discussed and agreed upon the salary and benefits package referenced above. **The candidate and Host Organization must agree upon these terms prior to submitting an application.** Retain a copy for your records.

Applicant:

Sample Contract

Organization:

Sample Contract

- Once the Executive Director electronically signs the Certification Form, an email will be sent to you, the candidate. You must also electronically sign the Certification Form before the deadline. Saving your electronic signature constitutes submission of the form - there is no hard copy to mail to Equal Justice Works.

Questions to pose to your host organization while drafting and before submitting an application:\*

1. What will the Fellowship salary be? Is that salary level commensurate to what an attorney at the host organization with similar experience and/or responsibility would receive? If there is an increase for all staff, will the Fellowship salary be increased on the same scale?
2. When will health care coverage begin for the candidate, if awarded a Fellowship? Is there a probationary period? Will the Fellow pay a percentage of the premiums?
3. How much leave (i.e., sick, vacation, federal holidays) will be available to the Fellow?
4. Does the organization have a loan repayment assistance program?
5. What other benefits (i.e., bar membership dues, bar association membership, CLE opportunities) are available?

\*These questions are intended to ensure that the prospective host organization and candidate have thoroughly reviewed the planned compensation and benefits package.

---

#### **Letters of Recommendation:**

- *Up to two* letters of recommendation may be uploaded. The letter (s) should be from former employers or people who know the candidate and can discuss the candidate's relevant skills/past involvement in public service work. The letters need not be address to any particular individual – "Equal Justice Works" or any similar salutation is fine.

**Letters must be in pdf or image file format.**

If you have any questions please contact [fellowships@equaljusticeworks.org](mailto:fellowships@equaljusticeworks.org)