

# American Federation of Labor and Congress of Industrial Organizations



815 Sixteenth Street, N.W.  
Washington, D.C. 20006  
(202) 637-5000  
[www.aflcio.org](http://www.aflcio.org)

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August 12, 2009

Dear Career Services/Placement Counselor:

On behalf of the AFL-CIO, I am pleased to announce that we will once again be offering Law Student Union Summer, an exciting program for law students that combines traditional legal research and analysis with front line union activism. Law Student Union Summer is a 10-week internship program that provides valuable firsthand experience in support of union organizing or contract campaigns with AFL-CIO affiliated unions at locations throughout the country. Please share the enclosed information with your students. It includes a program announcement, application, Law Student Union Summer 2009 Report, Law Student Union Summer 2009 journal excerpts, and eligibility requirements.

Due to the nature and demands of the program, we are seeking candidates who have a demonstrated commitment to the practice of labor law. Accordingly, applicants who have taken one or more labor law courses and who have experience in organizing and community activism are preferred; first- and second-year students are welcome to apply. A total of 8-10 law students will be chosen to participate. The application deadlines are: October 20, 2009 for 2L's and January 26, 2010 for 1L's.

Participating students will receive a weekly stipend of \$600. In addition, the AFL-CIO and the host unions will cover the students' local transportation and housing costs; supervision is provided by a combination of experienced counsel and union organizers.

If you have any questions or comments, or if you need additional information, please contact Nancy Schiffer, Associate General Counsel at AFL-CIO, 815 16th Street, N.W., Washington, DC 20006; [nschiffe@aflcio.org](mailto:nschiffe@aflcio.org); phone number: 202/637-5336, fax: 202/637-5323.

Sincerely,

Jonathan P. Hiatt  
General Counsel

Enclosures



# LAW STUDENT UNION SUMMER ELIGIBILITY AND APPLICATION REQUIREMENTS

## **ELIGIBILITY:**

- First or second year student at an accredited law school.
- Demonstrated interest in labor law.
- Preferred: Successful completion of labor law courses; experience in organizing and activism, with community, political, campus or other social justice organizations.
- Available for placement at the location assigned\* and able to complete the entire 10-week program, from June 1, 2010 through August 6, 2010.

## **APPLICATION REQUIREMENTS:**

- Application, cover letter, resume, writing sample, law school transcript (unofficial), and references with complete and current contact information.
- Submit by mail, e-mail, facsimile, or online:  
AFL-CIO Law Student Union Summer  
Nancy Schiffer, Associate General Counsel, AFL-CIO  
815 16th Street, N.W., Washington, DC 20006; 202 637 5336  
Email: [nschiffe@aflcio.org](mailto:nschiffe@aflcio.org)  
Online: <http://www.aflcio.org/aboutunions/lsus>  
Fax: 202-637-5323

**Deadline: October 20, 2009 for 2L's and January 26, 2010 for 1L's**

## **STIPENDS:**

- The weekly stipend for the ten-week educational program is \$600\*\* paid by the AFL-CIO LSUS program; applicable taxes are withheld.
- Transportation and housing are provided.

## **LSUS EXPECTS LSUS INTERNS TO:**

- Work with the union at the location assigned by the LSUS program.
- Perform work as directed by the sponsoring union.
- Complete the entire 10-week program.
- Attend a three-day orientation and training at the beginning of the program (expenses paid).
- Post weekly on-line journal entries.
- Complete a final LSUS evaluation summarizing the LSUS experience and offering constructive criticism for LSUS 2011.

\*Assignments are made after the hiring process has been completed and are based on many factors, including the location and needs the campaigns and talents and interests of the students. Individual preferences are considered but cannot be guaranteed.

\*\* The stipend will be reduced, pro-rata, for any portion of the program not completed.

# LAW STUDENT UNION SUMMER 2009

The AFL-CIO's 2009 Law Student Union Summer program included nine first and second year law students working with nine unions, on-site at locations across the country, in support of organizing and contract campaigns.

| Sponsoring Union   | Location                       |
|--|--------------------------------|
| United SteelWorkers  | Los Angeles, CA                |
| California Nurses Association                                  | Oakland, CA                    |
| International Union of Operating Engineers                     | Detroit, MI                    |
| American Federation of Teachers                                | Burlington, VT                 |
| United Mine Workers of America                                 | Charleston, WV                 |
| International Union, UAW                                       | Birmingham, AL and Jackson, MS |
| International Federation of Professional & Technical Engineers | San Francisco, CA              |
| Communications Workers of America,                             | Somerset, NJ                   |
| Michigan Nurses Association, United American Nurses            | Lansing, MI                    |

|   |  |
|---|--|
| <i>The camaraderie of officials and workers alike was inspiring.</i><br>Daniel Trump, Charleston, WV  | <i>I learned a lot about labor law and what working in an organizing campaign is like.</i><br>Pilar Castillo, Los Angeles, CA                            |
| <i>This program has been an amazing experience. LSUS has exceeded all of my expectations.</i><br>Carlo Caldirola-Davis, Somerset, VJ  | <i>I definitely got a solid sense of what the labor movement is like and I got to meet a lot of inspirational people.</i><br>Kevin Lo, San Francisco, CA |
| <i>I think we can tell that it's nice to learn about technical things, nice to learn legal professional skills, but it's the people that matter.</i><br>Emily Sala, Oakland, CA | <i>I especially liked learning about the innovative strategies and theories used to organize....</i><br>Megan Stockhausen, Burlington, VT                |

THIS SUMMER, SEE MORE THAN THE INSIDE OF A LAW LIBRARY

CHECK OUT

# LAW STUDENT UNION SUMMER

Sponsored by the American Federation of Labor and Congress of Industrial Organizations

Law Student Union Summer is a unique and exciting 10-week internship for law students that combines front-line legal work with grass-roots organizing in real, on-going campaigns by AFL-CIO affiliated unions at various location throughout the country.

In addition to legal research and writing, LSUS interns are involved in community out-reach, member mobilization, corporate and other non-legal research, legislative campaigns, education and training, and general litigation. Responsibilities may include interviewing workers and drafting memoranda regarding National Labor Relations Board unfair labor practices or representation issues, wage and hour violations, discrimination claims, immigration issues, environmental regulations, consumer protection, workers' compensation and/or other issues that may arise during organizing or contract campaigns. Organizing activities, including canvassing, planning and implementing solidarity-building activities, and participating in meetings and home visits, are another primary component of the program. Travel may be required; work will vary from placement to placement.

Interns work on-site, at locations throughout the country [NOT in Washington, D.C.]. The weekly stipend is \$600 and transportation and housing are provided. Interns are supervised by attorneys and union organizers. The program starts on June 1, 2010 and continues through August 6, 2010.

Applicants must have a demonstrated interest in the practice of labor law and may be 1st or 2nd year students; students who have taken one or more labor law courses and who have experience in organizing and/or community activism are preferred. Submit an application, cover letter [see application for requirements], resume, writing sample, law school transcript, and three references [include current contact information] to AFL-CIO Law Student Union Summer:

**Online:** <http://www.aflcio.org/aboutus/lsus>

**Email:** [nschiffe@aflcio.org](mailto:nschiffe@aflcio.org); **Fax:** 202/637-5323

Nancy Schiffer, Associate General Counsel, AFL-CIO

815 16th Street, N.W., Washington, DC 20006 Phone: 202/637-5336

**Application deadlines: October 20, 2009 for 2Ls; January 26, 2010 for 1Ls**

# LAW STUDENT UNION SUMMER APPLICATION 2010

**Submit this application with: (1) cover letter, (2) resume, (3) writing sample, (4) law school transcript (may be unofficial), and (5) three references**  
[include name, title, address, phone number and e-mail address for each reference]

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Your must submit a cover letter which addresses the following:**

Why you are interested in Law Student Union Summer; what experiences and interests led you to apply;

Your prior work & experience with union organizing and/or with community, political, or other social justice organizations or programs;

What you hope to achieve by your participation in LSUS.

Please include:

Your acknowledgement that you cannot be considered for LSUS if you have limitations on where you can be placed or if you are not available to participate for the entire 10-week program (June 1 – August 6). [Placements are nationwide, NOT in Washington, D.C., and will be determined after the hiring process has been completed];

Your fluency, if any, in a language other than English;

Your union affiliation and that of family members (include union and location, if known).

**DEADLINE: Your application package MUST be received by:**  
**October 20, 2009 for 2L's and January 26, 2010 for 1L's.**

**Online:** <http://www.aflcio.org/aboutus/lsus>

**Email:** [nschiffe@aflcio.org](mailto:nschiffe@aflcio.org); **Fax:** 202 637 5323

AFL-CIO Law Student Union Summer, c/o Nancy Schiffer, Associate General Counsel  
815 16<sup>th</sup> Street, NW, Washington, D.C. 20006 Phone: (202) 637-5336





## NATURAL RESOURCES DEFENSE COUNCIL 2010 SUMMER LEGAL INTERNSHIPS

### WHO IS NRDC?

NRDC is a leading nonprofit membership organization that has been marshaling science and the law to protect the environment and public health since 1970. Our more than 1.6 million members and activists reside in each of the United States and in the District of Columbia. NRDC employs over 350 scientists, lawyers, economists, media specialists, policy analysts, and administrators in its six offices, including a new office in China. Within each of the organization's program areas – air, water, coastal, oceans, public health, climate change, energy, public land, smart growth, international, urban, environmental justice, and nuclear non-proliferation – NRDC's experts pursue cutting-edge litigation, sophisticated lobbying, hard-hitting scientific research, and broad-reaching public education. Over the past 35 years, NRDC has played a central role in crafting, implementing, enforcing, and defending virtually all of the nation's environmental laws.

### LANDMARK NRDC VICTORIES

- ❖ litigation that led to the phasing-out of lead in U.S. gasoline;
- ❖ litigation settlement with the Port of Los Angeles for massive reductions in harmful air pollution;
- ❖ a court order overturning the Department of Energy's attempt to avoid cleaning up high-level radioactive waste;
- ❖ groundbreaking civil action against the nation's biggest air polluters for contributing to climate change;
- ❖ stopping Mitsubishi from building a salt mine surrounding the last pristine breeding ground of the Gray Whale;
- ❖ participating in creating far reaching new energy efficiency standards in China; and
- ❖ winning the implementation of new federal rules to dramatically reduce harmful air pollution from diesel engines.

### SUMMER LEGAL INTERN EXPERIENCE AT NRDC

NRDC's summer legal interns write briefs, draft complaints, prepare legal analyses, obtain affidavits, investigate corporate and government malfeasance, participate in policy advocacy campaigns, and draft white papers and comments for submission to Congressional committees and administrative agencies. NRDC hires passionate students who possess the intelligence, skill, self-confidence, and maturity to take on enormous responsibility. In exchange for their hard work, our interns receive an active role on the frontlines of the environmental movement. Over the course of a summer, an NRDC intern will generally work with lawyers in several different program areas and amass experience that he/she could not obtain anywhere else.

### WHAT DO PAST INTERNS SAY ABOUT THEIR EXPERIENCE AT NRDC?

"It has been a pleasure and a privilege to be a part of NRDC's litigation program - undoubtedly one of the best in the country. Not only has the internship been an incredible learning experience, it has also been a lot of fun." - Anne Dwight, a 3L at New York University Law School (Summer 2007)

"I had a fantastic time at NRDC. I got to work to work with amazing attorneys on a variety of cutting-edge environmental issues that were making headlines and having real impacts for environmental quality and protection." - Summer Hamide, a 2L, 1st year MPH at University of California Los Angeles (Summer 2008)

**HOW TO APPLY:** All applications for 2010 Summer Legal Internships can now be submitted on-line at [www.nrdc.org/jobs](http://www.nrdc.org/jobs). You will need to electronically submit a **cover letter**, **transcript**, **resume**, **references**, and a **legal writing sample**. In your cover letter, please indicate that you are applying for a 2010 Summer Legal Internship, and list all of the NRDC offices to which you are applying. Internships are available in the following offices: New York, NY; Washington, D.C.; San Francisco, CA; Santa Monica, CA; and Chicago, IL.

Applications are due November 15, 2009 (2L's) and January 15, 2010 (1L's). Because offers will be made on a rolling basis, we strongly encourage you to apply early.

NRDC is committed to a workplace based on equal opportunity and a strong belief in the increased effectiveness that comes from a diverse workforce. To this end, NRDC:

- ❖ hires staff that reflects this country's full range of racial, ethnic, cultural, and socioeconomic identities;
- ❖ creates a workplace where true diversity is fostered and different perspectives are valued and freely exchanged;
- ❖ ensures that all members of the NRDC community feel welcome and respected, and have equal opportunities to thrive and advance within the institution; and
- ❖ is committed to supporting low-income communities and communities of color particularly affected by environmental inequities.

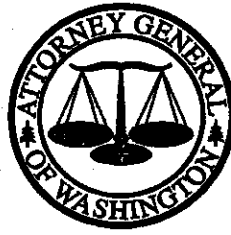
For more information, please visit <http://www.nrdc.org>.

### **Second-Year Law Students**

During the fall, the Washington State Attorney General's Office interviews second-year law students and makes offers for law clerk positions commencing the following summer. Normally our office makes 40-45 offers to 2Ls. The present salary for second year students is \$13.67 per hour.

To apply and be considered for a law clerk position, interested second-year law students will need to submit ALL required application material (i.e., letter of interest, AGO application form, Conflict Screening Questionnaire, resume, law school transcript and one letter of recommendation) by **September 18, 2009**. This information will be reviewed and a limited number of invitations to interview will be extended. Those invited to interview may elect to conduct their interview by telephone.

Information about this Office and the recruitment programs can be found at:  
<http://www.atg.wa.gov/Careers/AttorneysClerks.aspx>



### **Non-Discrimination Statement**

The Attorney General's Office respects and encourages diversity in the work force. The Office of the Attorney General is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity diversity, age, honorably discharged veteran, veteran status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Employer: **Washington State Attorney General's Office**

Signature:

LINDA K. NAKAMURA  
Attorney Recruitment Administrator

Date: August 7, 2009

*For additional information concerning this office's policy of equal access and non-discrimination, please contact Linda Nakamura at (206) 464-6446 or [linda.nakamura@atg.wa.gov](mailto:linda.nakamura@atg.wa.gov).*

*Persons with disabilities needing reasonable accommodation in the application and/or interview process or those needing documents in an alternate format may contact the Office's ADA Coordinator at P. O. Box 40130, Olympia, WA 98504-0130, (360) 586-7686, or dial our TDD number at 1-800-833-6384.*



After carefully reviewing and completing this form, please return it to:  
**Washington State Attorney General's Office**  
**Attorney and Law Clerk Recruitment**  
**800 5th Avenue, Suite 2000**  
**Seattle, WA 98104**

Name: \_\_\_\_\_  
(Please print)

*For purposes of the following questions, "participate" means to participate personally and substantially. If you have any questions about whether the participation meets this standard, please include the information on the questionnaire and note that the participation may not meet this standard.*

### ***CONFLICTS SCREENING QUESTIONNAIRE***

The Attorney General's Office is committed to compliance with the Rules of Professional Conduct for attorneys. To assure compliance, the AGO requires that all new attorneys and staff provide information identifying potential conflicts that might preclude assignment to a particular division or require screening from a particular matter. To assist us in meeting our obligation, please provide the following information:

1. Are you now or have you previously been engaged in the practice of law, or employed by an attorney, firm, or government law office engaged in the practice of law?
  
  
  
  
  
  
  
  
  
  
2. If the answer to question 1 is yes, did you participate in the representation of any party in a matter where the party's interest was materially adverse to that of the State of Washington, its agencies, or its officers or employees?
  
  
  
  
  
  
  
  
  
  
3. Are you now or have you previously participated as a judge, arbitrator, mediator, adjudicative officer, or as a law clerk to such a person, in a matter in which the State or any of its agencies, officers, or employees were a party?

4. Is there any other matter, person or entity that might reasonably present a conflict of interest or limit your ability to perform work for the Attorney General's Office or represent a state agency or individual? You are not required to disclose any pending or contemplated complaint or dispute for which the law allows you to remain anonymous (e.g., whistleblower); however, you are responsible for not accepting assignments that would violate conflict of interest or confidentiality provisions of the Rules of Professional Conduct or other laws with regard to such matters.
5. If the answer to any of questions 2, 3, or 4 is yes, please identify all such matters, including the state agency, official, or employee involved. If known to you, please also include the name and division of the attorney representing the state agency, employee, or officer with respect to any such matter.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
date

To be completed by reviewer:

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date Reviewed



## Hiring Process and Application for Attorneys and Law Clerks for the Washington State Attorney General's Office

*The Attorney General's Office respects and encourages diversity in the work force. The Office of the Attorney General is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity diversity, age, honorably discharged veteran, veteran status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons requiring reasonable accommodation in the application process or requiring any information in an alternative format may contact 360-586-7691 or TTY format at 360-664-6211.*

It is very important to self assess what kind of work you want to do and the geographic regions you would be willing to be assigned. The AGO has 12 Offices statewide and about 24 divisions. Approximately one-half of the Office's staff, and most of its divisions, are in Olympia. Seattle has about one-fourth of the staffing but fewer divisions. The largest divisions, and thus the likely candidates for more vacancies through attrition, are the Social and Health Services and Labor and Industries divisions. For a complete listing and detailed description of the divisions within the AGO, please refer to the Annual Report.

The AGO is a public sector/governmental law employer. As such, an attorney working for it may be eligible to participate in various Loan Assistance Repayment Programs. Those wishing to pursue student loan assistance programs are strongly encouraged to contact their law school or the Washington State Bar Foundation for eligibility information.

**GENERAL QUALIFICATIONS:** Qualified applicants are individuals who excel academically as demonstrated by law school grades and class standing, and who demonstrate a high degree of competence based on prior experiences. The AGO seeks applicants who are committed to public service as demonstrated by an applicant's background, talents, attitude, and enthusiasm for public law practice. We also seek applicants with a diverse background in education, previous work experience, law school activities, extracurricular activities, community service and areas of interest that enhance our office.

**HIRING PROCESSES:** **Attorneys** - The Office only accepts applications from attorneys licensed to practice in the state of Washington. Our process is centralized and begins with a review of an applicant's application and information. If the application reveals potential for employment, a screening interview is arranged. Screening interviews are usually conducted on the last Thursday of each month. These interviews lead to the selection of a limited number of applicants for inclusion in our "pool" of qualified candidates. When a vacancy occurs, candidates are referred from the pool to the division with the opening. Referrals are selected on the basis of geographical and professional interests or limitations. The division chief reviews the files and interviews those who appear qualified for the vacancy. When interviews are completed, a recommendation is forwarded to the Attorney General, or his designee, who then interviews the candidate and decides whether to make an offer of employment. Candidates remain under active consideration in the pool for approximately twelve months. Placement in the pool does not guarantee appointment to the AGO.

**Judicial Clerks and Third-Year Law Students** - During the fall, the AGO interviews third-year law students (those graduating the spring of the following year) and makes a very limited number of offers for AAG positions, contingent upon passing the following July's Washington State Bar exam. For December graduates, it is more advantageous to apply through our attorney hiring process. We include judicial clerks in this program because their availability (i.e., the following summer) is generally that of third-year law students. The process begins with a review of one's application and, after a series of interviews, culminates with offers being extended by December 1<sup>st</sup>. Applicable deadlines will be posted on the AGO's website and provided to all law school's career services offices.

**Second-year Law Students** - First round interviews for second-year law students interested in summer law clerk positions are held in October and are conducted either on campus (in-state only) or at various locations throughout the state. After the completion of the first round interviews, successful candidates will be invited to the 2L Jobfair in November for second round interviews. Applicants participating in the Jobfair will either receive an offer of summer employment or be included in our 2L hiring pool. All applicants will be notified of their status by the end of November. Applicable deadlines will be posted on the AGO's website and provided to all law school's career services offices.

**First-year Law Students** - For the last few years, this office has not been in a position to offer paid law clerk positions for first-year law students. However, we will accept applications from those students who wish to serve as an extern or volunteer.

### **REQUIRED MATERIAL:**

| Type of Candidate                     | Required Material  |             |        |                       |                     |                                  |
|---------------------------------------|--------------------|-------------|--------|-----------------------|---------------------|----------------------------------|
|                                       | Letter of Interest | Application | Resume | Law School Transcript | Letter of Reference | Conflict Screening Questionnaire |
| Attorney                              | X                  | X           | X      | X                     |                     |                                  |
| Third-Year Law Student/Judicial Clerk | X                  | X           | X      | X                     | X                   |                                  |
| Second-Year Law Student               | X                  | X           | X      | X                     | X                   | X                                |
| First-Year Law Student                | X                  | X           | X      |                       | X                   | X                                |

For more complete information about each process, or general information about this Office, please refer to the AGO's website at [www.atg.wa.gov](http://www.atg.wa.gov) or call the recruitment office at (206) 464-6446.

(Information contained within this document is subject to change.)

# Application for Attorneys and Law Clerks

## GENERAL INFORMATION

Name: \_\_\_\_\_ Telephone (home) \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone (work) \_\_\_\_\_  
 \_\_\_\_\_ Telephone (cell) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Where did you learn of the office/position?  
☐ Website ☐ Law School Other: \_\_\_\_\_

Have you **applied** to this office before in any capacity? ☐ No ☐ Yes If so, when? \_\_\_\_\_  
 Have you **worked** for this office before in any capacity? ☐ No ☐ Yes If so, when? \_\_\_\_\_

### For LAW CLERK positions ONLY:

Will you be eligible for WSBA Rule 9 certification by the anticipated start of the position? ☐ No ☐ Yes  
 Will you be eligible for work study funding during the anticipated work period? ☐ No ☐ Yes

## APPLICANT'S PREFERENCES

*It is very important to self-assess what kind of work you want to do and the geographic regions you would be willing to be assigned. For a complete listing and detailed description of the divisions within the AGO, please refer to the AGO's Annual Report.*

In which **offices** would you accept an assignment? (Please number your preferences in order with '1' indicating first choice)

|                  |                    |                       |                   |
|------------------|--------------------|-----------------------|-------------------|
| ___ Olympia (O)  | ___ Bellingham (B) | ___ Port Angeles (Po) | ___ Pullman (Pu)  |
| ___ Seattle (Se) | ___ Everett (E)    | ___ Spokane (Sp)      | ___ Wenatchee (W) |
| ___ Tacoma (T)   | ___ Vancouver (V)  | ___ Kennewick (K)     | ___ Yakima (Y)    |

In which **divisions** would you accept an assignment? (Please number your preferences in order with '1' indicating first choice)

|                                    |   |  |
|------------------------------------|---|--|
| ___ Agriculture & Health (O)       | ___ Government Operations (O)                   | ___ Social & Health Svcs. (all <u>except</u> Pu) |
| ___ Antitrust* (Se)                | ___ Gov't. Compliance & Enforce. (O)            | ___ Solicitor General* (O)                       |
| ___ Bankruptcy & Collections* (Se) | ___ Labor and Industries (all <u>except</u> Pu) | ___ Torts (O,Se,Sp,T)                            |
| ___ Consumer Protection* (Se,T)    | ___ Labor and Personnel (O)                     | ___ Trans. & Public Construction (O,Sp)          |
| ___ Corrections (O,Sp)             | ___ Licensing & Admin. Law (O,Se,Sp)            | ___ University of Washington* (Se)               |
| ___ Criminal Justice* (Se,O**)     | ___ Natural Resources (O)                       | ___ Utilities & Transportation (O)               |
| ___ Ecology (O)                    | ___ Public Counsel* (Se)                        | ___ Washington State University (Pu)             |
| ___ Education (O,Se,Sp)            | ___ Regional Services (B,E,V,Po,K,W,Y)          |  |
| ___ Fish, Wildlife & Parks (O)     | ___ Revenue (O)                                 |  |

\* Denotes divisions that do not employ, or rarely employ, entry-level attorneys. \*\* Division's Medicaid Fraud Control Unit.

In what **type of practice** are you interested? ☐ Primarily Litigation ☐ Litigation and Client Advice

## ACADEMIC BACKGROUND

Law School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Date JD received or expected: \_\_\_\_\_ Class Rank: \_\_\_\_\_ Cum GPA: \_\_\_\_\_  
 College: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_  
 College: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_

## PROFESSIONAL ASSOCIATIONS

Are you currently a member of the WSBA? ☐ No ☐ Yes WSBA#: \_\_\_\_\_ Mo/Yr Admitted: \_\_\_\_\_  
 Are you seeking admission to the WSBA via reciprocity (i.e., Rule 18)? If so, please note the date you began the application process \_\_\_\_\_, and the date you anticipate being admitted to the WSBA \_\_\_\_\_  
 Other Bar Associations: \_\_\_\_\_

## EMPLOYMENT HISTORY

|                                      |                       |
|--------------------------------------|-----------------------|
| Employer: _____                      | Supervisor: _____     |
| Address: _____                       | Phone: _____          |
| Job Title: _____ Salary: \$_____/mo. | From: _____ To: _____ |
| Employer: _____                      | Supervisor: _____     |
| Address: _____                       | Phone: _____          |
| Job Title: _____                     | From: _____ To: _____ |
| Employer: _____                      | Supervisor: _____     |
| Address: _____                       | Phone: _____          |
| Job Title: _____                     | From: _____ To: _____ |

## REFERENCES

*Please be advised that the AGO thoroughly checks references. References must include at least one source at your current employer, if currently employed. However, references are checked only at such time a candidate is referred for a final interview.*

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## VETERANS PREFERENCE

*Eligibility for veteran's preference is defined in RCW 73.16.010 as honorably discharged soldiers, sailors, and marines who are veterans of any war of the United States, or of any military campaign for which a campaign ribbon shall have been awarded, and their widows or widowers, shall be preferred for appointment and employment. Age, loss of limb, or other physical impairment, which does not in fact incapacitate, shall not be deemed to disqualify them, provided they possess the capacity necessary to discharge the duties of the position involved; PROVIDED, that spouses of honorably discharged veterans who have a service connected permanent and total disability shall also be preferred for appointment and employment.*

Are you a military veteran eligible for veteran's preference? ☐ No ☐ Yes

Are you a widow/widower of a military veteran eligible for veteran's preference? ☐ No ☐ Yes

Are you a spouse of an eligible military veteran with a service connected permanent and total disability? ☐ No ☐ Yes

*Applicants claiming veteran's preference eligibility may be required to provide documents to verify eligibility such as a DD 214 or NBR 22.*

## CRIMINAL AND DISCIPLINARY HISTORY / OTHER

Have you pled guilty or been found guilty of a criminal offense or any DUI/alcohol- or drug-related matter within the last ten (10) years and/or have any charges/matters currently pending? ☐ No ☐ Yes

Have you ever been subject to discipline or censure by a Bar Assn. or other licensing organization? ☐ No ☐ Yes

Is there any Bar disciplinary proceeding pending against you? ☐ No ☐ Yes

Have you ever been fired or asked to resign from any position? ☐ No ☐ Yes

**If you answered "yes" to any question above, you MUST provide a full explanation.**

Do you have a valid driver's license? ☐ No ☐ Yes

#### AUTHORIZATION TO RELEASE INFORMATION

By signing this application (see "Applicant Certification") I authorize the Washington State Attorney General's Office (AGO) to contact any or all of my former or present employers, or organizations for which volunteer services have been provided, for the purposes of verification and reference. This may include information of a confidential nature, to include but is not limited to reviewing my personnel file, contacting any references, and/or contacting anyone else who might be familiar with my past job performance.

I knowingly and voluntarily release the state of Washington, the AGO, its individual employees, and all my former or present employers, and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the AGO's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the AGO requests.

A photocopy of this Authorization is as valid as the original and shall be provided to anyone from whom information is requested in determining my job qualifications.

This release will expire at the end of the recruitment period.

Please list other names by which your current or previous employers may know you: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### APPLICANT CERTIFICATION

By signature below, I attest that all information contained within this application is true and accurate. I understand that falsification of any of the information is grounds for refusal to hire or, if hired, termination.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**Mail the completed application, along with other required material, to:**

**Washington State Attorney General's Office  
Attorney and Law Clerk Recruitment  
800 5th Avenue, Suite 2000  
Seattle, WA 98104**

## PERSONAL INFORMATION QUESTIONNAIRE

**To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information is for statistical purposes only and will be kept separate from records used in the hiring process. Failure to complete this form will NOT affect your application.**

Name: \_\_\_\_\_

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

1. Are you Hispanic? ☐ No ☐ Yes

2. What race or culture do you consider yourself?

☐ American Indian

☐ Alaskan Native

☐ Native Hawaiian or Other Pacific Islander

☐ Asian

☐ Black/African American

☐ White/Caucasian

☐ Other Race (indicate race or culture) \_\_\_\_\_

☐ Multi-Racial (indicate races or cultures) \_\_\_\_\_

3. Are you: ☐ Male ☐ Female

4. Have you ever been on active duty in the U.S. Armed Forces?

☐ No ☐ Yes If yes, dates: \_\_\_\_\_

☐ Vietnam-era Veteran

Did you serve in the Republic of Vietnam?

☐ No ☐ Yes If yes, dates: \_\_\_\_\_

☐ Disabled Veteran (Percent disability: \_\_\_\_\_%)

5. Do you have a long-term condition such as: blindness, deafness, severe vision or hearing impairment, a substantial limitation on one or more basic physical activities (e.g., walking, climbing stairs, reaching, lifting or carrying), or a physical, mental or emotional condition which impacts learning, remembering or concentrating?

☐ No ☐ Yes (refer to definition below)

### Definitions

**Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

**American Indian or Alaskan Native.** A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

**Native Hawaiian or Other Pacific Islander.** A person with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**Black/African-American.** A person with origins in any of the Black racial groups of Africa.

**White/Caucasian.** A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Disabilities.** For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more

**Disabilities (cont'd)** major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled Veteran.** A person who is entitled to compensation under laws administered by the U.S. Department of Veteran Affairs for disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veteran's Affairs to have a serious employment handicap or (c) a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. Applicant must provide letter from the Department of Veteran's Affairs Secretary confirming employment handicap as it relates to item (b).

**Vietnam-era Veteran.** A person who served on active duty for a period of more than 180 days, any part of which occurred between 2/28/61\*, and 5/7/75, and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service connected disability if any part of the active duty was performed between 8/5/64 and 5/7/75.

\*Service between 2/28/61 and 8/14/64 must have been performed within the Republic of Vietnam.