

 [Manage Collaborators](#)

Part 1: Introductory Information

First Name *

Last Name *

Phonetic Pronunciation of Name

Email *

Phone *

Preferred Pronouns *

- She/Her
- He/Him
- They/Them

Prefer to Self Describe / Multiple

The name of your nonprofit Host Organization should be entered exactly how you would like it to appear in Equal Justice Works communications and promotional materials. This can be either your host organization's trade name or the official, legal name, whichever the organization prefers. Ensure Executive Director and Supervisor contact information is correct as the Certification Form will be sent to both people after the application is submitted.

Also, please contact us immediately if the Executive Director or Supervisor changes during the selection process so we can update our records.

Name of Host Organization *

Host Organization City *

Host Organization State/U.S. Territory *

Law School *

Law School City *

Law School State/U.S. Territory *

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

Please begin the sentence with a verb.

For example: "Provide legal advocacy and outreach to low-income immigrants in Brooklyn, New York..."

Voluntary Identity 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 their clients and communities.

This is for reference only. Only applications submitted via Submittable will be accepted.

Completing the questionnaire below is voluntary, but encouraged.

Race/Ethnicity

- Multi-Racial/Multi-Ethnic
- African/African-American/Black
- Alaska Native
- Arab/Arab-American
- Asian/Asian-American/Pacific Islander/South Asian
- Caucasian/White
- Latino/Latina/Hispanic
- Native American/American Indian
- Not Shown Here

Gender Identity

- Female / AFAB
- Male / AMAB
- Transgender Male
- Transgender Female
- Nonbinary
- Prefer to Self Describe

Which of the following do you self identify with?

- LGBTQIA+
- Immigrant or First-Generation American
- Person with a disability
- First generation college graduate
- Low-income background
- Veteran or Active Duty Military

Country of Birth

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Select... ▼

Part 2: Host Organization Information

Host Organization Website *

example.com

Host Organization Phone *

 

Please select from the below how you anticipate working: *

- Fellow will be working totally or primarily remotely
- Fellow will be working in a hybrid manner (partially remote, partially in-person)
- Fellow will be working totally or primarily in-person

Is the service area of your project different from the host organization location above? *

- Yes
- No

Executive Director's First Name *

Executive Director's Last Name *

Executive Director's Email *

mail@example.com

Supervisor's First Name *



Supervisor's Last Name *

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Supervisor's Title *

Supervisor's Email Address *

Part 3: Project Description

Part 3 should be a collaborative effort between the prospective host organization and the candidate.

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

Please select a secondary issue area classification for your project. *

Does the proposed project include a racial justice component? *

- Yes
- No

Is the proposed project national in scope? *

- Yes
- No

Statement of need *

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Limit: 400 words

Provide a concise statement (no more than 400 words, recommended minimum of 150 words) of the problem(s) your project seeks to address and the community to be served. The needs statement establishes the focus and rationale for the project, and should

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include elements such as a description of the target population to be served (e.g. number of people affected, characteristics, geographic service area), the availability of existing services, urgency/timeliness, and potential impact, etc.

Project goals *

B I U [bulleted list] [numbered list] " " ↻

[Text input area with scroll bar]

Limit: 400 words

Describe the overall project goals, including the strategies you intend to employ and the major short-term and longer-term outcomes anticipated, such as project sustainability beyond the Fellowship term. Goals should be specific, measurable, achievable, realistic/relevant and time-bound. If applicable, please describe how your project will impact racial justice and equity. Please limit to no more than 400 words (recommended minimum of 150 words).

Timeline

Utilizing a two year timeline, describe the major project milestones (actions or activities completed towards meeting goals) that will be accomplished, in six month increments, in order to achieve the overall project goals.

0 - 6 Months: *

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[Text input area with scroll bar]

Limit: 1000 characters

6 - 12 Months: *

B I U [bulleted list] [numbered list] " " ↻

[Text input area with scroll bar]

Limit: 1000 characters

12 - 18 Months: *

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[Text input area with scroll bar]

Limit: 1000 characters

18 - 24 Months *

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[Text input area with scroll bar]

This is for reference only. Only applications submitted via Submittable will be accepted.

Empty text input field with scrollbars.

Limit: 1000 characters

Collaboration and distinguishable services:

Please describe how the proposed project is distinguishable from, or complementary to, any existing services for your target communities or geographic area: *

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Quote, and Link.

Empty text input field with scrollbars.

Limit: 400 words

Please list any services or organizations doing similar work. Please tell us how your project is distinguishable from those services. Please limit to no more than 400 words (recommended minimum of 150 words).

Describe how you will collaborate with other legal or non-legal service providers in the community:* *

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Quote, and Link.

Empty text input field with scrollbars.

Limit: 400 words

Please note if you have already discussed collaborating with other providers/organizers. Please limit to no more than 400 words (recommended minimum of 150 words).

Is the project a Medical-Legal Partnership (MLP) ? *

- Yes
- No

Potential Sponsor Involvement and Pro Bono Opportunities

Equal Justice Works Fellowships are sponsored (funded) by law firms, corporations, individuals, bar associations and foundations. Most Fellowship sponsors are interested in being involved with the Fellows they select to fund. Many sponsors choose candidates to interview and select a Fellow based on potential opportunities for involvement.

Please describe below the ways in which your project could involve a sponsor, including attorney and non-attorney staff (e.g., staffing a clinic, serving as litigation co-counsel, providing data analysis support, presenting to sponsors quarterly, etc.) Please consider what opportunities may be available

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for in-person volunteers and those available for remote volunteers. Because sponsors vary widely in terms of the engagement they seek, we suggest presenting a "menu" of options. * *

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[Empty text area with scrollbars]

Limit: 400 words

Please limit to no more than 400 words (recommended minimum of 150 words).

Please describe below the Host Organization's existing pro bono program, if any. *

B I U [bulleted list] [numbered list] " " [link icon]

[Large empty text area with scrollbars]

281 / 400 words

Please limit to no more than 400 words (recommended minimum of 150 words).

Please describe the candidate's experience working alongside or leading pro bono volunteer attorneys and/or other volunteers, if any. * *

B I U [bulleted list] [numbered list] " " [link icon]

[Empty text area with scrollbars]

Limit: 400 words

Please limit to no more than 400 words (recommended minimum of 150 words).

This is for reference only. Only applications submitted via Submittable will be accepted.

Does the proposed project present legal pro bono opportunities in multiple cities/states? *

- Yes
- No

Do you anticipate there being remote pro bono opportunities? *

- Yes
- No

Do you anticipate the proposed project offering volunteer opportunities that do not require a volunteer to have bar licensure? *

- Yes
- No

Part 4: Candidate Information

Part 4 should be completed by the candidate and reviewed by the prospective host organization.

May Equal Justice Works share information about the status of your application with your law school? Application status information may include, for example, whether your application is under consideration by a sponsor, whether you've been invited to interview, or similar. As the applicant, this information is always available to you directly as well by emailing the Equal Justice Works team at fellowships@equaljusticeworks.org. *

- Opt in to sharing information
- Opt out of sharing information

Anticipated Bar Exam Jurisdiction *

Select... ▼

If your anticipated bar exam jurisdiction does not match the location your project plans to serve, please explain.

Have you applied for an Equal Justice Works Fellowship previously? *

- Yes
- No

Are you a current or former legal post-graduate Equal Justice Works Fellow? *

- Yes
- No

Have you ever participated in any of the following Equal Justice Works programs? *

- AmeriCorps JD Program
- Rural Summer Legal Corps Program
- Equal Justice Works Student Representative Program
- Been a student member of the National Advisory Committee
- An Equal Justice Works Post-Graduate Fellowship program other than AmeriCorps JD
- Another Equal Justice Works Program
- I have not participated in an Equal Justice Works program

Have you applied, or do you intend to apply, to another Fellowship program besides Equal Justice Works? *

- Yes
- No

Have you applied, or do you intend to apply, to an upcoming judicial clerkship besides Equal Justice Works? *

- Yes
- No

Please list the languages you know and your level of proficiency

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Personal Statement *

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Limit: 750 words

This is for reference only. Only applications submitted via Submittable will be accepted.

Briefly describe, in the first person, your connection to the community with which you will work. Describe how your personal background, experiences, or unique qualifications best suit you for this Fellowship project. Please limit to no more than 750 words, recommended target is 500 words.

Resume *

[Choose File](#)

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

Please do not include class rank or GPA in your resume or other application materials.

Reference

Include one professional reference (not from your proposed host organization and not one of the letter of recommendation writers) and provide:

- the organization name
- city
- state/U.S. territory of the organization
- the time period in which the work was performed
- the name, phone number, and email of a contact person who can speak about your work.

Organization Name *

City *

State/U.S. Territory *

Time period in which the work or volunteer service was performed *

Contact Name *

Contact Phone Number *

This is for reference only. Only applications submitted via Submittable will be accepted.

Contact Email Address *

email@example.com



Letters of Recommendation

Letters of recommendation may come from people you know from your legal, volunteer, job, or academic experience, and should come from people who can speak to your work product.

If you have previously worked at your Host Organization, it is acceptable for one letter to come from a person at the Host Organization.

The letter writers should be different than the professional reference.

Please submit Letters of Recommendation on letterhead if possible and each letter should include contact information (phone number and email) of the recommender. If your recommender would prefer to submit their letter directly to Equal Justice Works, please have them email the letter by the application deadline to fellowships@equaljusticeworks.org (<mailto:fellowships@equaljusticeworks.org>) and indicate your name in the email.

Letter of Recommendation 1 *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

Letter of Recommendation 2 *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

Part 5 Host Organization Background

Part 5 should be completed by the prospective host organization with input from the candidate.

Please describe how the project was developed and how it relates to the overall mission and current strategies of the organization. Include a description of how the proposed project is distinct from the work of a general staff attorney or any previous Fellow at the host organization. *

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Text input area for the host organization background description.

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Empty text input field with scrollbars.

Limit: 400 words

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. Please limit to no more than 400 words (recommended minimum of 150 words).

Please explain the candidate's experience with your organization, including what measures your organization has taken to familiarize your candidate with their proposed project supervisor, the culture of the office and mission of the organization, and the salary and benefits they will be provided. If candidate has not interned or volunteered at the host organization, please affirm that the candidate has visited host organization's office and met in person with proposed supervisor and other members of the staff. If an in-person visit or meeting was not possible, please explain what alternative meetings took place. *

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Empty text input field with scrollbars.

Limit: 400 words

Please limit to no more than 400 words (recommended minimum of 150 words)

Has the organization hosted Equal Justice Works Fellows in the past? *

- Yes
- No

State the number of total staff at the organization: *

Empty text input field for staff count.

How many of your staff are attorneys? *

Empty text input field for attorney count.

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

Please confirm by checking each box that the Fellow's supervisor:

- Works in the same office where the Fellow will work

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- Will serve as the subject matter supervisor for the Fellow
- Has been involved in the design of this Fellowship project and application
- Has experience managing staff

If any of the above are not selected, please explain:

The Fellow's structured and supportive relationship with their supervisor is a key element of Fellowship success. Please provide a brief description of the supervisor's experiences related to the proposed Fellowship project, including any subject matter expertise and/or years of experience managing new attorneys. *

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Limit: 400 words

Please limit to no more than 400 words (recommended minimum of 150 words).

Briefly describe the anticipated training and supervision plan for the Fellow, i.e. onboarding plan, frequency of check-ins/feedback loops, skills development, progress tracking, work product review, etc. Please also describe your organizational performance management practice (e.g. performance reviews) and HR management (e.g. HR manager). *

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Limit: 400 words

Please limit to no more than 400 words (recommended minimum of 150 words).

Please outline what steps will be taken to provide adequate supervision for the Fellow should the primary supervisor no longer be available. *

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Limit: 400 words

Please limit to no more than 400 words (recommended minimum of 150 words).

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Please confirm by checking the applicable box below that the Fellow will be at minimum provided with the following: *

- Desk, Office or Cubicle, Computer and Phone, or
- comparable remote working benefits (e.g., computer and stipend for Internet access)

Describe the technology that will be available to the Fellow. Please include available software/mechanisms for time-keeping, data tracking, and/or managing client data if applicable: *

B *I* U

Limit: 400 words

Please limit to no more than 400 words (recommended minimum of 150 words).

Host Organization Certification Form

Please click [this link](https://www.equaljusticeworks.org/wp-content/uploads/2023/05/EJW_host_certification_form_with_MOA.docx) (https://www.equaljusticeworks.org/wp-content/uploads/2023/05/EJW_host_certification_form_with_MOA.docx) to download our host organization certification form. Complete the form in Word, then upload the completed form below.

Upload Certification Form here *



Upload a file. No files have been attached yet.

Acceptable file types: .pdf

Wait!

Please review your answers above before clicking the "Submit" button. You cannot edit the application once it has been submitted.

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