

INSTRUCTION SHEET

2020 APPLICATION PROCEDURES

Those submitting applications for the 2020 season will be required to submit the fellowship application form and supporting documents electronically **in a single PDF file in the order indicated below**. Please title the email "[Your Name] — Fellowship Application" and label the attachment "[Your Last Name], [Your First Name]." (Do not include this instruction sheet in your pdf)

- 1. Signed fellowship application including three (3) essays**
Please note: We have expanded the allowable word limit for the essays from 300 to a maximum of 400 words. In order for all applicants to have an equal opportunity, we ask that you keep your essays to between 300 and 400 words each, with 400 as a firm limit.
- 2. Commitment letter from potential sponsoring organization**
Coalition letter(s), if applicable, should be placed behind the commitment letter.
- 3. Two letters of recommendation, one each from a**
 - (a) former employer; and
 - (b) law school professor

If a recommender wishes to submit the recommendation confidentially, they may email it to skadden.foundation@skadden.com by September 16, 2019.
- 4. Official law school transcript**
- 5. Resume**
- 6. Optional:** You may, but need not, append a local article that directly pertains to the client need you wish to address with your project. Do not include lengthy or numerous attachments.

Please email your application to skadden.foundation@skadden.com by September 16, 2019.

The Skadden Foundation prohibits discrimination against applicants and Fellows on any basis prohibited by applicable law.

We encourage applications from individuals who are members of groups that historically have been underrepresented in the legal profession, as well as from those whose personal or professional experiences have yielded deep connections with or insights into the marginalized client communities they seek to serve.

Any applicants who may need assistance or accommodations in the application process should contact Kathy Quijije at kathy.quijije@skadden.com or (212) 735-5176.

Applicant Name: _____
(Last) (First) (Middle)

Optional: Phonetic Pronunciation: _____

Mailing Address: _____

Daytime Tel. No. _____ Evening Tel. No. _____

E-mail Address: _____

LAW SCHOOL: _____ Date of Graduation: _____

GPA: _____ Class Rank: _____ Percentile: _____

Law Review/Law Journal and your position: _____

ADVANCED DEGREE(S): _____

School: _____

Degree: _____ Course of Study: _____

UNDERGRADUATE DEGREE: _____

School: _____

Degree(s): _____

ANTICIPATED BAR EXAM: _____ Date: _____

Bar Admissions: _____ Date: _____

POST GRADUATE JUDICIAL CLERKSHIP(S): _____

Judge: _____

Court: _____

Dates: _____

SPONSORING ORGANIZATION: _____

Address: _____

Tel. No. _____

Name(s) of Supervising Attorney(s): _____

Synopsis of Proposed Project: _____

If you anticipate using a language other than English professionally in the course of your proposed project, please describe your language abilities: _____

NAMES & CONTACT INFORMATION FOR THE TWO INDIVIDUALS WRITING YOUR RECOMMENDATIONS:

1. Name: _____

Address: _____

Email: _____ Tel. No. _____

2. Name: _____

Address: _____

Email: _____ Tel. No. _____

PLEASE RESPOND TO THE FOLLOWING STATEMENTS:

Describe briefly (up to 400 words) your proposed public interest project. Please specify what legal rights you will be enforcing and how you think your project will work:

Select one or two of your previous public interest projects and state briefly (up to 400 words) their significance:

State briefly (up to 400 words) your sense of the relevancy of public interest work to contemporary society:

I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I understand that falsified statements in connection with this application shall be considered sufficient cause for denial of receipt of a fellowship or, if a fellowship has commenced, termination of a fellowship. I authorize the Skadden Foundation to contact the organizations and individuals I have named in this application, and I hereby release all such individuals and entities from any liability in connection with the release of information relating to my application. I understand that if awarded a fellowship, I will be employed full-time by my host organization, and will devote my full business time, attention, and best efforts to the fellowship. I further understand that, in connection with my employment with my host organization, I will be required to verify my identity and eligibility to work in the United States, as required by applicable law.

APPLICANT'S SIGNATURE

DATE