



APPLICATION FOR VOLUNTEER ASSOCIATE IN PUBLIC SERVICE PROGRAM

DIVISION OF LAW
DEPARTMENT OF LAW AND PUBLIC SAFETY
STATE OF NEW JERSEY

The Volunteer Associates Program is open to law school graduates, deferred associates, furloughed or laid off attorneys and lawyers re-entering legal practice after a hiatus. Volunteer Associates will be asked to work at least 20 hours per week for a period of at least three months.

Volunteers who are already admitted to the New Jersey Bar, and who are able to commit to longer service periods, will be given a broader range of responsibilities, including the possibility of trial work. Depending on their areas of interest and experience, volunteers may be asked to conduct depositions, perform research and write briefs, work with investigators or assist with discovery demands. Ongoing supervision will be provided to ensure that participants have a valuable experience.

Volunteers will also be able to take part in informal section training, and to attend seminars offered by the Attorney General's Advocacy Institute, a highly-regarded professional enrichment program available to Division of Law attorneys.

The Division of Law maintains offices in three municipalities, each of them accessible via mass transit. Those locations include:

Trenton: Housed at the Richard J. Hughes Justice Complex, 25 Market Street, the Trenton Division of Law offices handle such areas of the law as environmental protection, education, insurance, health and financial matters. The tort, corrections and employment litigation sections are also located in Trenton, as are attorneys who handle child-protection matters related to the mission of the Division of Youth and Family Services (DYFS).

Newark: Housed at 124 Halsey Street and 33 Washington Street, the Newark Division of Law offices handle principally securities, public utilities, consumer protection (including professional licensing) and public transportation. In both Newark offices, Deputy Attorneys General also handle such DYFS matters as child abuse and neglect cases, appeals and guardianship matters.

Voorhees: Located at 4 Echelon Plaza, 201 Laurel Road, the Voorhees offices also handle DYFS-related matters.

Applicants to the Volunteer Associates Program should have strong research and writing skills. In order to apply, prospective volunteers should send a cover letter -- including information on preferred areas of the law and/or a preferred work location -- as well as a resume, unofficial law school transcript, a writing sample and two references to the Division of Law, c.o. Deputy Attorney General Daniel Dryzga, P.O. Box 112, Trenton, New Jersey, 08625.

Name: _____

Date: _____

Current Address: _____

Telephone: _____

Permanent Address: _____
(if different)

Telephone: _____

Admitted to Practice Law: State and Year _____

If not a member of the New Jersey Bar, give date on which New Jersey Bar exam will be taken:

Educational Record:

Law School: _____

College/University: _____

Location: _____

Location: _____

Date of Admission: _____
(Month & Year)

Date of Admission: _____
(Month & Year)

Date of Graduation: _____
(Month & Year)

Date of Graduation: _____
(Month & Year)

Degree: _____

Major: _____ Minor: _____

Employment Information: Do you have any current affiliation with any law firm? Yes ___ No ___

If Yes, please describe the nature of that affiliation:

Are you receiving any stipend or other compensation (including benefits coverage) from any law firm or third party entity?

Yes ___ No ___

If Yes, please describe the nature and value of the compensation:

Employment Record: (Begin with present position and work back)

I. Name: _____

Address: _____

Position: _____

Duties: _____

Supervisor: _____

Dates in Position: _____

Salary: _____

Reason for Leaving: _____

II. Name: _____

Address: _____

Position: _____

Duties: _____

Supervisor: _____

Dates in Position: _____

Salary: _____

Reason for Leaving: _____

III. Name: _____

Address: _____

Position: _____

Duties: _____

Supervisor: _____

Dates in Position: _____

Salary: _____

Reason for Leaving: _____

IV. Name: _____

Address: _____

Position: _____

Duties: _____

Supervisor: _____

Dates in Position: _____

Salary: _____

Reason for Leaving: _____

References: Set forth at least 2 names. Please provide complete addresses and telephone numbers if available.

1. _____

2. _____

Miscellaneous:

1. Have you ever been convicted of a violation of law other than a motor vehicle violation or been placed in a pre-trial intervention program?

Yes: _____ No: _____

If Yes, please explain:

2. Have you ever been disciplined by an employer, military establishment or educational institution for improper conduct?

Yes: _____ No: _____

If Yes, please explain:

(Note: A response of yes to either or both of the above questions will not necessarily result in a denial of your application)

I hereby certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief.

DATE: _____

SIGNATURE: _____

Attach any other relevant material which you wish to be considered by this office.