

**Kirkland & Ellis New York City Public Service Fellowships
at Columbia Law School and New York University School of Law**

PERSONAL ESSAYS

1. State briefly the proposed goals of the public service project you wish to pursue as a Kirkland & Ellis Fellow. Please include in this statement a discussion of the short-term and long-term goals for your project, including the reasons for selecting your sponsoring organization. Explain how you have the background, skills, experience and personal characteristics necessary to carry out the project effectively. (600 words)
2. Discuss what persons, experiences or events have influenced and inspired your commitment to public service. (300 words)

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 on this application shall be considered sufficient cause for denial of receipt of a Fellowship.

Applicant's Signature

Date

Non-Discrimination Policy

The Kirkland & Ellis New York City Public Service Fellowships Program is committed to a policy against discrimination based on race, color, religion, gender, political beliefs, national origin, disability, age or sexual orientation.

Kirkland & Ellis New York City Public Service Fellowships at Columbia Law School and New York University School of Law

2009-2010 APPLICATION PROCEDURE

The Kirkland & Ellis New York City Public Service Fellowships are awarded yearly to one New York University Law School graduate and one Columbia Law School graduate to pursue public service work for one year in the City of New York. Fellows are selected for their personal integrity and their potential to make a positive contribution to the New York City community.

Attached are the materials necessary to complete a Fellowship application. All application materials are due by 5:00 p.m. on Monday, January 11, 2010. Finalists will be notified in late January and interviews will be conducted on February 6, 2010. Fellows will be announced that same day.

A completed application consists of one original and one copy of each of the following items:

- Fellowship Application
- Official Law School Transcript
- Résumé
- Two Letters of Recommendation from any of:
Law School Advisor,
Law School Professor, or
Former Employer
- Materials from Potential Sponsoring Institution:
 - Commitment Letter
 - 501(c)(3) Tax-Exempt Status Qualifying Letter
 - Sponsorship Letter

All application materials must be submitted by the applicant to the public interest program at his or her law school:

New York University School of Law
Public Interest Law Center
245 Sullivan Street, Rm. 430
New York, New York 10012
(212) 998-6686

Columbia Law School
Social Justice Program/
Center for Public Interest Law
435 West 116th Street, Box A-26
New York, New York 10027
(212) 854-8360

APPLICATION FORM

Applicant Information

Applicant Name

Address

Telephone No.

Law School Date of Graduation

Advanced Degree

School

Year Course of Study

Undergraduate Degree

School

Year Major/Concentration Honors

Sponsoring Organization

Name

Address

Telephone No. Type of Work

Name/Title of Person to Contact

Previous Employment

(Include public service and other employment, both paid and volunteer. Please list all positions held in the last five years.)

1. Employer

Address

Position Dates

Contact Person Telephone No.

APPLICATION FORM

Previous Employment Continued

2. _____
Employer

Address

Position _____ Dates

Contact Person _____ Telephone No.

3. _____
Employer

Address

Position _____ Dates

Contact Person _____ Telephone No.

4. _____
Employer

Address

Position _____ Dates

Contact Person _____ Telephone No.

***Please copy this page if additional pages are necessary**

Names of the Two References Who Will Be Providing Letters of Recommendation

1. _____
Name

Affiliation/Address

Position _____ Telephone No.

2. _____
Name

Affiliation/Address

Position _____ Telephone No.

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SPONSORING ORGANIZATION-LETTER OF COMMITMENT

To: _____

(Name of organization willing to sponsor)

Re: _____

(Name of Fellowship applicant)

Thank you for agreeing to sponsor the above-named applicant for a Kirkland & Ellis New York City Public Service Fellowship. In order for the Selection Committee to fully understand and appreciate the goals of the applicant and his or her proposed project for the Fellowship year, we require a Letter of Commitment from your organization (no more than 500 words).

The Letter of Commitment must

- Discuss why the addition of this particular applicant and project to your organization would be beneficial to your work in the New York City community.
- Describe the supervision and training that you would provide the Fellow.
- Provide (in the letter or in supplemental materials) information regarding the history and current programs of your organization.

In addition to the above, please provide a copy of the 501(c)(3) determination letter granting your organization tax-exempt status.

Thank you.

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SPONSORING ORGANIZATION-LETTER OF SPONSORSHIP

To:

(Name of organization willing to sponsor)

Re:

(Name of Fellowship applicant)

Thank you for agreeing to sponsor this applicant for a Kirkland & Ellis New York City Public Service Fellowship. The Fellowships are awarded each year to one New York University School of Law graduate and one Columbia Law School graduate to pursue a year of public service work to benefit the City of New York.

To sponsor an applicant, an employer must be a 501(c)(3) organization.

If this applicant becomes a Fellow, the conditions of employment will be as follows:

- A grant of \$45,000 will be made to your organization, which you are to disburse as salary to the Fellow over the duration of the Fellowship.
- You will provide the Fellow's health insurance and the same benefits package that is offered to other lawyers or professionals at your organization with the same seniority or status as the Fellow.

Signature of this letter indicates understanding of and agreement to these terms.

Employer's Signature

Date

Applicant's Signature

Date