

Applying to the Fall 2020 Entry-Level Class  
for the Civil, Criminal Defense and Juvenile  
Rights Practices.



CIVIL PRACTICE



CRIMINAL DEFENSE PRACTICE



JUVENILE RIGHTS PRACTICE

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STEP 1: Go to [www.legal-aid.org](http://www.legal-aid.org)



Click  for hyperlink

STEP 2: Click on Get Involved



Careers and Diversity



Click on "To search all jobs"



You will be redirected to ADP

The screenshot shows the top navigation bar with links: "Before Applying, Please Read This!", "The Society's Mission", "Follow Us", and "Community". A hand cursor icon points to the "Community" link. Below the navigation bar, there is a section with instructions: "Please view our [FAQ](#) before sending an email. All required documents must be submitted as a **single PDF**. Application submissions are final and **cannot** be amended. Documents are only accepted in .PDF format - [5 Ways to Convert a Microsoft Document to .PDF Format](#). If you have difficulties signing in, contact please contact us at: [jobpostquestions@legal-aid.org](mailto:jobpostquestions@legal-aid.org). We are available Monday-Friday between the hours of 9:30am and 4:30pm for assistance. **PHONE ENQUIRES ARE NOT ACCEPTED!** **Returning User:** Already applied for a job with us? Click the **Sign In** button on the top right side to log in and update or complete your application and search for new job opportunities. If you have difficulties signing in, contact please contact us at: [jobpostquestions@legal-aid.org](mailto:jobpostquestions@legal-aid.org). We are available Monday-Friday between the hours of 9:30am and 4:30pm for assistance. **New User:** Applying for the first time? Click on **Search** to see all available openings. Narrow your job search criteria by using the **'What'** and **'Where'** search features below. You will be prompted to create a new user account and register as a first-time user. Once you register successfully, an email will be sent to you with your log credentials. We strongly encourage you to retain this important information as you will need it when you return to the career site in the future to complete applications, assessments or search for new jobs.

Below the instructions is a search form with two input fields: "What" (with placeholder "Enter job title or keywords") and "Where" (with placeholder "City, state or zip code"). A blue button labeled "SEARCH FOR JOBS!" is to the right of the "Where" field. A "Notify Me" button with a bell icon is also present. Below the search form, there is a "Jobs" section showing "38" jobs. A pagination bar shows "1 of 4" and a "SORT BY" dropdown menu. The first job listing is "CAP Intern-SLU #19-175" with a description: "The Legal Aid Society's Special Litigation Unit is seeking qualified candidates for an unpaid internship from September 5, 2019, through December 10, 2019. The Special Litigation Unit focuses on alleviating systemic issues in the criminal justice system th

Search by  
title &  
click  
Apply  
now



**Civil Entry-Level Staff Attorney - Housing Unit Fall 2020 #19-170**

The Legal Aid Society, the nation's oldest and largest social justice legal services organization, has openings for dedicated, entry-level housing staff attorneys in the Civil Practice. The Housing Unit handles a broad range of tenant representation at the

THERE ARE 10 SECTIONS YOU MUST COMPLETE WITHIN OUR APPLICATION PROCESS. THEY ARE:

1. CONTACT INFO
2. SELECT SOURCE
3. DOCUMENTS
4. DISCLAIMER #2 STATEMENT
5. EEO INFORMATION (OPTIONAL)
6. EEO PAGE #2
7. ELECTRONIC SIGNATURE
8. DATA PROTECTION STATEMENT
9. PRELIMINARY QUESTIONS
10. APPLICATION FORM

The screenshot displays the ADP application interface. At the top, a progress bar shows 10 steps: 1. Contact Information (active), 2. Select Source, 3. Documents, 4. Disclaimer #2 Statement, 5. Equal Employment Opportunity Information, 6. EEO Page #2, 7. Electronic Signature, 8. Data Protection Statement, 9. Preliminary Questions, and 10. Application Form. The main content area is titled 'Contact Information' and includes the instruction 'Enter your contact information.' Below this, there are two input fields: 'Email Address' with the value 'bluelotussong@gmail.com' and 'Address 1' which is currently empty. A red asterisk icon with the text '\* = required' is visible in the top right corner of the form area. On the left side, there is a navigation menu with options: Search, Current Applications, Follow Us, The Society's Mission, and Position Summary.

### APPLICATION TIPS:

- Sections 1-10 are the same for each practice area. Your cover letter needs to be addressed for the job you are applying for. Review the description for each position in advance and tailor your cover letter to that job

### APPLYING FOR MULTIPLE JOBS

- Once you create an account, you can apply for multiple jobs. The information in most sections automatically populates again, but make sure what you have submitted is accurate. Each position requires an electronic signature again.

### SECTIONS 1-3

#### CONTACT INFO

1. Contact Information 2. Select Source 3. Documents 4. Disclaimer #2 Statement

### Contact Information

Enter your contact information.

#### SELECT SOURCE

### Select Source

How did you hear about The Legal Aid Society?

Candidate Source \*

Campus Job Fair ▾

#### REQUIRED DOCUMENTS

- You must upload a PDF containing the required documents. Visit our website for tips on how to create PDF documents.
- For employment we require the following documents:
  - a cover letter for the specific position;
  - resume
  - writing sample
  - unofficial transcript

### Documents

We only accept documents in .PDF format - [5 Ways to Convert a Microsoft Document to .PDF](#).

You are required to provide a Resume, Cover Letter, Transcript, and a Writing Sample and submit them below.

**DO NOT** use Copy & Paste for any documents.  
**DO NOT** upload via social media sites (LinkedIn, GoogleDrive, or DropBox)  
\* INCOMPLETE APPLICATIONS **WILL NOT** BE PROCESSED.  
\* APPLICATION SUBMISSIONS ARE FINAL AND **CANNOT** BE AMENDED

**Required**

### Documents

None submitted

SELECT

### Application Form

Thank you for completing the application. You can download your application below.

We have received your application for the position. Your resume and screening experience and skills match the requirements of this position, we will contact you

#### PLEASE NOTE

- **The system cannot distinguish between a PDF and word document. You must make sure you have submitted all of the required documents as a PDF. You can change your documents **BEFORE** you move to the next section**
- **Do not use social media sites to upload your document (LinkedIn, GoogleDrive, or Dropbox, etc)**
- **TIP: have you materials ready to upload in advance and clearly labeled for the job you are applying for:**
  - example "Civil Practice Application PDF"

## SECTIONS 4-8

### DISCLAIMER #2 STATEMENT

**TIP: Please read this section carefully. Once you click "Agree" you cannot go back to the Document section of the application.**

### Disclaimer #2 Statement

#### Purpose

This notice provides details about the process for consideration for employment. Applications must be submitted on or before the posted deadline. **ON** application will be considered incomplete and will **not** be processed. Instructions are listed on all job postings. The standard deadline time is 11:59 PM Eastern time referenced. It is the applicant's responsibility to adhere to application instructions.

### EEO AND EEO PAGE #2

Equal Employment Opportunity Information \*

The following information is optional and is used only for Equal Employment Opportunity reporting purposes. We ask you to supply it so that we can generate government-mandated statistics. Thank you for your help!

<b>Voluntary Self-Identification of Race/Ethnicity*</b> <b>Are you Hispanic or Latino?</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. <input type="radio"/> Yes <input type="radio"/> No  If you answered 'no', please select one of the following categories that best describes your race: <input type="radio"/> <b>White</b> Not Hispanic or Latino. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. <input type="radio"/> <b>Black or African American</b> Not Hispanic or Latino. A person having origins in any of the Black racial groups of Africa. <input type="radio"/> <b>Asian</b> Not Hispanic or Latino. A person having origins in any of the original	<b>Voluntary Self-Identification of Gender*</b> <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other <input type="radio"/> Decline to identify
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### EEOC Page 2

 **EEOC p2**  
Incomplete 

 **Review**

The Legal Aid Society is an equal opportunity employer and diversity, which ensures that the full range of interests and talents is represented and understood by members of our workforce. Diversity includes race, religion, disability, marital status, pregnancy, national origin, expression, sex, sexual orientation, and veteran status. Applicants are invited to report diversity status. Submission of this information is not a condition of employment. Responses will remain confidential and will not identify any specific individual.

The questions below are meant to further specify data collected. Please complete the information requested below. Thank you.

**Are you comfortable answering the following questions? \***

— Please Specify — v

Gender ID Other

### ELECTRONIC SIGNATURE

### Electronic Signature

#### ELECTRONIC SIGNATURE NOTICE AND CONSENT

This notice is intended to provide you with important information required by the Electronic Signatures in Global and National Commerce Act (E-Sign Act).

**Consent:** By entering your name, you consent to submit your employment application and all related forms, and to further consent to conduct any matters related to the recruiting, application, background check and/or onboarding process, including entering your login password, and clicking on "Submit", will constitute your consent to the terms and conditions of the application process.

**Right to Withdraw Your Consent:** You have the right to withdraw your consent to receive disclosures and submit your application, after which time it will be destroyed, although relevant information will be retained for monitoring. If your application is successful, the information will form part of your employment records in connection with your employment.

### DATA PROTECTION STATEMENT

### Data Protection Statement

The Data Protection Act 1998 ("The Act") sets out certain requirements for the protection of personal data. The Act applies to the processing of personal data, whether the information is obtained or provided during the course of your registration and application ("the information"). If your application is unsuccessful or you choose not to accept any offer of employment, the information will be destroyed, although relevant information will be retained for monitoring. If your application is successful, the information will form part of your employment records in connection with your employment.

## SECTION 9: PRELIMINARY QUESTIONS

Section 9 consists of some of the Preliminary Questions. Questions vary by position and are subject to change. Most of these questions require a narrative response so please review them and prepare answers in advance.

### Preliminary Questions

\* = required

You will be asked up to 13 questions. Allow up to 6 minutes to answer them.

Please answer the following questions as the first part of your application to The Legal Aid Society. For any questions that do not apply, please enter N/A.

Have you previously applied for a position at The Legal Aid Society? \*

If yes:

- 1) when
- 2) for which Practice Area
- 3) for which position?

What life experiences have you had that would aid you in representing indigent clients? \*

Attorneys in the Legal Aid Society represent clients in many different kinds of cases. Those in the Criminal Practice handle matters ranging from minor infractions of the law to the most serious crimes imaginable. Those in the Juvenile Rights Practice represent children who may have committed minor or serious crimes as well as children who may want to return home to parents who have been charged with abusing and neglecting them. Cases in the Civil Practice run the gamut of issues and can include, for example, cases involving clients with mental illness and a history of violence, a housing client charged with nuisance, or a benefits claimant who has been charged with fraud. What reservations, if any, do you have about working in the practice area(s) for which you are applying? \*

As a trial attorney, you will be responsible for managing all aspects of your client's representation. This requires both an ability to assert leadership in directing events, and the ability to make decisions independently. In what ways have you demonstrated these qualities in your past experience? \*

## SECTION 9: PRELIMINARY QUESTIONS (Continued)

Why should you be selected to be an attorney at The Legal Aid Society? \*

The hiring process may consist of a phone interview, manager(s) interview, background check, reference checks, and potential employment assessment. Are you willing to participate in this process? \*

- Yes
- No

### ON CAMPUS INTERVIEWS

- **Students who also wish to be considered for an On-Campus Interview (OCI) at their school should answer "YES" and list the school they attend.**

List Other Languages Here: \*

bbb

Are you going to want to interview at an on campus event?

- Yes
- No

Please list the school you are interested in attending an interview at below.

nnnnn

What are your preferred pronouns?

I certify that all information I have provided to The Legal Aid Society in support of my application for employment is true and accurate.

- Yes
- No



### APPLICATION FORM

Section 10 is the Application Form. It consists of several different sections. Please complete all sections. You will have a chance to review it at the end, and make changes.

**TIP:**

- Select pending if you are scheduled to take the bar examination
- Attorneys admitted in New York should select "YES"

**TIP:**

- You will be asked to submit three references for employment. Please have those names and contact information in advance of starting an application.

Here are answers to frequently asked questions **FAQs** about the Careers site



**[HOW DO I CONVERT A WORD DOCUMENT TO PDF?](#)**



Click  for  
hyperlink



**I EMAILED [JOBPOSTQUESTIONS@LEGAL-AID.ORG](mailto:JOBPOSTQUESTIONS@LEGAL-AID.ORG) AND HAVEN'T HEARD BACK!**

WE REVIEW A HIGH VOLUME OF EMAILS. WE ARE AVAILABLE MONDAY-FRIDAY BETWEEN THE HOURS OF 9:30AM AND 4:30PM. PLEASE BE PATIENT WITH US AND WE WILL GET BACK TO YOU AS SOON AS YOUR EMAIL IS REVIEWED.



**CAN I APPLY FOR MULTIPLE JOBS?**

YES, YOU CAN APPLY FOR MULTIPLE POSITIONS AT THE LEGAL AID SOCIETY. PLEASE SURE TO REVIEW THE QUALIFICATIONS FOR EACH POSITION BEFORE YOU BEGIN THE APPLICATION PROCESS.



**HOW DO I CHECK THE STATUS OF MY APPLICATION?**

YOU CAN VIEW YOUR JOB APPLICATION STATUS BY SIGNING IN TO THE PORTAL.



**HOW DO I APPLY FOR AN ON-CAMPUS INTERVIEW?**

PLEASE CHECK WITH YOUR CAREER SERVICES OFFICES TO SEE IF WE CONDUCT OCI'S AT YOUR LAW SCHOOL. FOLLOW THEIR PROCEDURES FOR APPLYING FOR AN OCI. YOU MUST ALSO UPLOAD YOUR DOCUMENTS TO OUR RECRUITMENT PORTAL AS WELL IN ORDER TO BE CONSIDERED FOR AN OCI INTERVIEW. PLEASE NOTE OCI INTERVIEWS ARE ONLY SCREENING INTERVIEWS, AND YOU MAY BE INVITED TO RETURN FOR A FIRST-ROUND INTERVIEW, DEPENDING UPON THE POSITION.



**WHAT IF I DON'T HAVE ALL OF MY REFERENCES READY?**

THE REQUIREMENTS FOR REFERENCES VARIES DEPENDING UPON THE POSITION YOU ARE APPLYING FOR. WE HIGHLY RECOMMEND THAT YOU HAVE THOSE REFERNCES READY PRIOR TO APPLYING FOR ANY STAFF ATTORNEY, PARALEGAL, SOCIAL WORKER, INVESTIGATOR OR ANY OTHER POSITION FOR EMPLOYMENT.