# **HOW TO APPLY**

Applying to the Fall 2021 Entry-Level Class for the Civil, Criminal Defense and Juvenile Rights Practices.



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Updated July 2020

- STEP 1: Go to <u>https://legalaidnyc.org/</u>
- STEP 2: Click on "Careers and Opportunities"







LEGAL AID SOCIETY Autics in Every Energyk			🟠 🔇 UNITED STATES -	ENGLISH V Sign In V
				About 🔨
Before Applying, Please Re	ad This! The Society's Mission	Follow Us	Community	
Please view our FAQ before send	ling an email. All required documents must be	submitted as a <u>single PDF.</u>		^
Application submissions are final	and <b>cannot</b> be amended.			
*Current Employees of The Leg	al Aid Society should not apply here but go	directly through LASnet		
Documents are <u>only</u> accepted in .	PDF format - 5 Ways to Convert a Microsoft	Document to .PDF Format.		
If you have difficulties signing in, 4:30pm for assistance. <b>PHONE E</b>	contact please contact us at: jobpostquestion NQUIRES ARE NOT ACCEPTED!	s@legal-aid.org. We are avail	able Monday-Friday between the	hours of 9:30am and
Returning User: Already applied opportunities. If you have difficulti 9:30am and 4:30pm for assistanc	for a job with us? Click the <i>Sign In</i> button on t es signing in, contact please contact us at: job e.	he top right side to log in and u postquestions@legal-aid.org	pdate or complete your application J. We are available Monday-Friday	n and search for new job y between the hours of
You will be prompted to create a r	iew user account and register as a first-time user	ser. Once you register successf	fully, an email will be sent to you w	Notify Me
Enter job title or keywords	City,	state or zip code	SEARCH FOR JOBS!	
Jobs 53	1 of 6     Juvenile Rights Practic The Legal Ald Society's Juvenile R Staff Attorneys. JRP provides legal	e Entry Level Staff Att	SORT torney - Fall 2021 #20-107 is in several of its trial offices for the s 0 to 21, who are before New York	BY  ✔ Fall 2021 Class of Entry-Level City Family Cou
Search by title, and	Juvenile Rights Practice E	ntry Level Staff Att	orney - Fall 2021 #20	-107
	The Legal Aid Society's Juvenile Rights Staff Attorneys. JRP provides legal repr	Practice (JRP) has openings esentation to children, ages	s in several of its trial offices fo ; 0 to 21, who are before New `	r the Fall 2021 Class of Entry-Level York City Family Cou
apply	VIEW YORK, NY		Juvenile	

#### THERE ARE 6 SECTIONS WITHIN OUR APPLICATION PROCESS.

- 1. Getting Started
- 2. Contact Information
- 3. Documents
- 4. About You
- 5. EEO Information (Optional)
- 6. Signature

#### **APPLICATION TIPS:**

• The sections 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 + 2

# 1.Getting Started

Check the box and click the arrow to begin the application process



# 2.Contact Infomation

Fill out you contact information in this section

If you have filled out another application, ADP will automatically populate your information

Contact Information			
Enter your contact Information.			
Email Address	Address 1*		
rwechsiergelegal-ald.org	123 Mulberry Ln		
First Name	Address 2		
Tester			
Preferred First Name	City*	Country	
This is the name that will be used throughout the Recruitment Process as well as the duration of your employment here at	New York	United States 🗸	
LAS.	State*		
	New York 🗸		
Middle Name	ZIP Code:		
	10001		
Last Name			
1			
Phone			
123-456-7890			
SMS Messages Click here to receive application updates directly to your phone!			
Alternate Phone			
3	0		

# PART 2 Overview of the Application in ADP

# **SECTION 3**

# 3.Upload Documents

#### **REQUIRED DOCUMENTS**

- You must upload a SINGLE PDF containing the required documents. Visit our website for tips on how to create PDF documents.
- For employment we require the following documents:
  - Cover Letter for the specific position;
  - Resume;
  - Writing Sample;
  - Unofficial Transcript.
  - References.

Document
Take the time to make sure that your documents are submitted correctly.
Combine your documents into one single PDF before you upload them
We accept a single PDF that is uploaded via Dropbox or Google Drive
Do not use the copy and paste option. Your application will not be considered
* Cover letter * Resume * Writing sample * Unofficial transcript * 3 References
Be sure to combine and upload these documents as a single PDF. The file size should not exceed 4 MB max.
Required PDF Document
✓
CHANGE
<b>A A</b>

#### \*\*\*PLEASE NOTE\*\*\*

- The system cannot distinguish between a PDF and word document. You must make sure you have combined and submitted all of the required documents as a SINGLE PDF. You can change your documents **BEFORE** you move to the next section.
- The maximum file size for this PDF is 4 MB, so make sure that your file is not larger than this
- TIP: have you materials ready to upload in advance and clearly labeled for the job you are applying for:
  - example "Civil Practice Application PDF."

PART 2 Overview of the Application in ADP

#### **SECTION 4**

# 4. About You

In this section, we will ask you a series of questions to get to know more about you as a candidate. Please answer these questions truthfully and to the best of your ability.

1. Getting Started 2. Co	ontact Information	)3. Document	4. About You	^
About You			<b>*</b> = re	quired
We'd like to know more a	bout you. Please an	swer the following	g questions to the best of your ability	
Discourse the failure in a			The local Ard Control of The International Ard Control of The	
Please answer the following o	juestions as the first pa	art of your applicatio	on to The Legal Ald Society. For any questions that do not apply, please enter N/A.	
Are you at least 18 years of ag	je?			
<ul> <li>Yes</li> <li>No</li> </ul>				
Are you authorized to work in Yes	the United States?			
○ No				
If yes, will you now or in the fi	uture require sponsors	hip in order to retain	n authorization to work in the United States?	
Yes				
0.10				
Have you ever been employe	d by The Legal Aid Soc	iety of New York Cit	ty?	
<ul> <li>No</li> </ul>				
If you held a previous position Administration	n at The Legal Aid Soci	ety of New York City	y as one of the positions below, please indicate.	
Attorney     Enlaru				
O Intern				
<ul> <li>Investigator</li> </ul>				
O Social Worker				
Temporary Employee     Other				
<ul> <li>I have not been previously</li> </ul>	employed			

#### PART 2 Overview of the Application in ADP

#### **SECTION 4 CONT.**

# 4. About You

How did you hear about us?	
Company Website	
Employee Referral     Industry Association	
Job Boerd	
O Scotel Business Networking	
Campus Job Fair	
Oppen House	
College Website	
O Diversity Intern Open House	
O HRA Referral	
Languages Spoken? (Select all that apply.)	
Arabic     Arabic     Arabic	
Cantonese	
Creole (Any)	
✓ English	
Fujinese	
German Hindi	
Italian	
Dapanese	
Norean Menderin	
Portuguese	
Punjebi/Lehnda	
Spanish	
Urdu Other	
Other	
List other languages here:	
Latin Tagalog Esperante	
Laun, Tagalog, Esperanto	
Are you currently enrolled in law school, or are a law graduate?	
Are you currently enrolled in law school, or are a law graduate? Ves I am a Law student in a J.D. or LLM program Ves. I am Law graduate	
Are you currently enrolled in law school, or are a law graduate? Yes I am a Lew student in a J.D. or LLM program Wres, I am kow graduate No (If you answer "No" to this question, you may not be eligible for this job. Please refer to the job requirements.)	
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Are you currently enrolled in law school, or are a law graduate? > Ves. I am Law student in a JD. or LLM program > Ves. I am Law graduate > Ves. I am Law graduation date. 0 7/22/2020 > Please list your graduation date. 0 7/22/2020 > Please choose the degree received. > JD. > U.LM > Other Please choose your school below. New York University > Please choose your school below. New York University > Did you take the first available Uniform Bar Exam (UBE) after graduating from law school? > Ves > No On what date did you take the UBE? 0 7/03/2020 > Ves > No Did you take the first available New York Law Exam (NYLE) after graduating from law school? > Yes > No Did you take the first available New York Law Exam (NYLE) after graduating from law school? > Yes > No Did you take the first available New York Law Exam (NYLE) after graduating from law school? > Yes > No	
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Are you currently enrolled in law school, or are a law graduate?   Yes I am as law student in a J.D. or LLM program   Yes I am Law graduate   No. (If you enrowe? TNO' to this question, you may not be eligible for this job. Please refer to the job requirements.)   Please list your graduation date.    07/22/2020   Image: Plant and the digree received.   Julk   Other   Please choose your school below.    New York University >   Did you take the first available Uniform Bar Exam (UBE) after graduating from law school? Yes No Or what date did you take the UBE? Of you take the first available New York Law Exam (NYLE) after graduating from law school? Yes No Or what date did you take the HTMLE? Of you take the first available New York Law Exam (NYLE) after graduating from law school? Yes Yes No Or what date did you take the HTMLE? Of you take the first available New York Law Exam (NYLE) after graduating from law school? Yes Yes No Or what date did you take the HTMLE?	
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#### **SECTION 4 CONT.**

4. About You



Some questions will lead into additional questions depending on the answers you provide, for example:

• If you aren't admitted to practice law in NYS we will ask you if you are admitted in another state and whether you are eligible to waive in (Pro Hac Vice)

In addition, not being admitted to practice in Federal Court **WILL NOT** hurt your candidacy in any way.

#### **SECTION 5**

5. EEO

We are Federally required to ask you this infomation, however your response is completely optional.

Getting Started	)2. Contact Inform	mation 3. Document	4. About You	5. EEO	16. Signature		
EO						*	required
Equal Em	ployment .	Equal Employment	Opportunity				
Copportun Incomplet	ity >	The following demog our applicant pool ar	graphic question nd to continually	s are optional Improve our o	. They are used to h outreach and recruit	nelp us better under tment efforts.	stand
A Review		Ethnicity / Race					
		Race/Ethnicity:			In your own word if you feel that the	s please describe ye listed categories a	ourself re
		Native Hawalian or	Other Pacific Isl	ander 🗸	inadequate.	,	
		Gender Identify a	& Sexual Orle	ntation			
		Do you decline to id	entify your gene	ier and	Gender Specific I	D	
		sexual orientation?"					$\mathbf{A}$
					Penale		
					Gender Non-	conforming	~
		Gender ID Other (if r	not listed)		Do you identify a	s Transgender?	
					No 🕶		
		Sexual Orientation			Sexual Orientatio	n Other (if not listed	b
		Heterosexual 🗸					
		Do you identify as in — Please Specify –	itersex?				
		Protected Vetera	n Status				
		What is a protected	veteran?				
		Please make a selec	tion below.*				
		- Please Specify -	-•				
		Section 503 Disa	blilty Status -	ADA			
		What are recognize	d disabilities?				
		Why are we asking?					
		Please make a selec	tion below. *				
		I don't wish to answ	ver 🗸				
		Reasonable Accom	modation Notic	æ			
		Public Burden Stat	ement				
		e		€			

Clicking on the green hyperlinks will allow you to see Federal government definitions for those categories.

PART 2 Overview of the Application in ADP

#### **SECTION 6**

# 6. Signature

Click on the green hyperlinks to open the documents and peruse their contents. Checking the box is equivalent to your electronic signature.

1. Getting Started	2. Contact Information	)3. Document	)4. About You	)5. EEO	)6. Signature
Signatur	2				
Signatur	C				
Please review the f	ollowing disclaimers and ch	eck the box below	v.		
Data Protection state	ment				
Electronic Signature	lotice				
Lagree to the above t	arme				
agree to the above t					
		<b>C</b>		$\mathbf{\Theta}$	

#### **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 Glo Consent: By entering your name, you consent to submit your employment application and all related forms of

Consent: By entering your name, you consent to submit your employment application and all related forms, c further consent to conduct any matters related to the recruiting, application, background check and/or onbor name in the textbox under or on a form, entering your login password, and clicking on "Submit", will constitut

Right to Withdraw Your Consent: You have the right to withdraw your consent to receive disclosures and sub to withdraw your consent, the application process will be terminated. You may withdraw your consent by con "Withdraw" in the textboxes for the Certification and Background Disclosure pages.

#### DATA PROTECTION STATEMENT

#### Data Protection Statement

The Data Protection Act 1998 ("The Act") sets out certain requirements for the protection of disclosure. Except to the extent we are required or permitted by law, the information which ; obtained or provided during the course of your registration and application ("the information application. If your application is unsuccessful or you choose not to accept any offer of emp than necessary, after which time it will be destroyed, although relevant information will be re monitoring. If your application is successful, the information will form part of your employme purposes in connection with your employment.

# Your Submission Is Complete



We encourage you to click on the green hyperlinks and visit our website and check out our content. Additionally, please like/subscribe/follow us on social media by clicking on the respective icons.

#### For more detailed FAQs check out our career site.

HOW DO I CONVERT A WORD DOCUMENT TO PDF?

I EMAILED 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 10:00AM AND 4:30PM. WE WILL RESPOND TO EMAILS BETWEEN 2-3 BUSINESS DAYS. 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? CAN I SUBMIT THE SAME COVER LETTER FOR EACH JOB?

YES, YOU CAN APPLY FOR MULTIPLE POSITIONS AT THE LEGAL AID SOCIETY. PLEASE MAKE SURE YOU REVIEW THE QUALIFICATIONS FOR EACH POSITION BEFORE YOU BEGIN THE APPLICATION PROCESS. APPLICANTS SHOULD SUBMIT A DIFFERENT COVER LETTER IF THEY APPLY FOR MULTIPLE POSITIONS.

HOW DO I CHECK THE STATUS OF MY APPLICATION?

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

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 REFERENCES READY PRIOR TO APPLYING FOR ANY STAFF ATTORNEY, PARALEGAL, SOCIAL WORKER, INVESTIGATOR OR ANY OTHER POSITION FOR EMPLOYMENT.