

# Instructions:

## Application For Employment

Office of Lawyers Professional Responsibility *an Equal Opportunity Employer*

### Step 1: Complete the Application

There are 3 ways to fill out this application:

#### **Adobe Acrobat Reader**

Acrobat Reader is a free program used to view PDF files. If you are reading this on your computer screen, you are most likely using Acrobat Reader.

You may fill out this application using Acrobat Reader by simply clicking in the appropriate fields and entering text. **Note that you cannot save the completed application if you are using Acrobat Reader**, so you must fill out the application and print it in one session. We recommend that you print out multiple copies of the completed application for your own records.

#### **Adobe Acrobat (Full Version) or Acrobat Approval**

Adobe Acrobat is the full commercial PDF product. With Acrobat, you can complete this application by simply clicking on the appropriate fields and entering text. Note that you **can save** your completed application if you are using the full commercial version of Adobe Acrobat. Another less expensive option is to use Acrobat Approval, which also allows for the saving of completed forms.

#### **Typed or Written**

If you prefer, you may print this application and complete it using your typewriter or a pen. If using a pen, please be sure to use black ink and print clearly.

### Step 2: Submit Your Application

Please submit your application to the following:

Office of Lawyers Professional Responsibility  
1500 Landmark Towers  
345 St. Peter Street  
St. Paul, MN 55102-1218



# Law Clerk Trainee Application

Office of Lawyers Professional Responsibility *an Equal Opportunity Employer*

**Please type or print.** Please note: The application is highly formatted and confined to two pages. Do not alter the format of the application. You may attach an addendum if necessary.

## Job Title / Personal Info

**Job Title You Are Applying For:**

**Last Name:**

**First Name:**

**Middle Initial:**

**Current Address:**

**Permanent Address:**

Effective Dates for Current Address:

From:

To:

Current Phone Number:

Cell Phone Number:

Email Address:

## Education

High School Attended

Dates Attended:

From:

To:

College Attended

Dates Attended:

From:

To:

Major

Minor

Degree

Law School Attended

Dates Attended:

From:

To:

Law School Record

Law School Record	Rank	Average	Grading Scale
First Year			
Second Year			
Third Year			
Summer Term			

Factors Affecting Law School Academic Standing:

Other Graduate Work:

List Special Honors, Awards, Activities in Law School:

**Special Honors and Extracurricular Activities (not previously listed)**

At Law School:

At College:

In The Community:

**Employment**

Current Employment: (if applicable)

Other Legal/Legal Research Employment:

**Additional Information**

Special Skills:  
Experience in legal writing or research such as law review or the equivalent.

Special Interests:  
Avocation and other.

Miscellaneous:  
Reasons for interest in a clerkship.

Have you ever been suspended, expelled, or otherwise disciplined by any school, college, or law school?  Yes  No

If yes, please explain:

Have you ever been convicted of a crime or any lesser offense involving moral turpitude?  Yes  No

If yes, please explain:

**References**

Please list three (or more) references:

Name	Address	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Signature and Additional Documentation**

Please attach a copy of your most recent transcript of law school grades with available explanatory material.

Date:

Signature (DO NOT PRINT/TYPE)  
