

**OFFICE OF THE PUBLIC DEFENDER  
COLLEGE/LAW STUDENT  
INTERNSHIP/VOLUNTEER LAW CLERK APPLICATION**

NAME: \_\_\_\_\_  
First MI Last

ADDRESS: \_\_\_\_\_  
City State Zip Code

SOCIAL SECURITY NO.: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**APPLYING FOR:**

- Law Clerk
- Intern (You arrange for credit hours through your school.)
- Intern Investigator
- Grant or Work Study. Please specify: \_\_\_\_\_
- Other (For example, attorney, graduate student, social work student, etc. Please tell us what kind of position you are seeking and any restrictions on your schedule.)  
\_\_\_\_\_

**TERM OF INTERNSHIP:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Days of week: \_\_\_\_\_

Names and telephone numbers of persons to notify in an emergency (include family physician):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed by another State Agency? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the name of the Agency, position held and reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Please list any foreign language ability you have: \_\_\_\_\_

Transportation may be required for the position. Please indicate if you meet this requirement. Yes \_\_\_\_\_ No \_\_\_\_\_

**EDUCATION:**

University/College: \_\_\_\_\_

Major: \_\_\_\_\_

Law School: \_\_\_\_\_

If **Undergraduate**, when will you graduate? \_\_\_\_\_ If **Law Student**, when will you graduate? \_\_\_\_\_

PLEASE INDICATE ALL COURSES AND GRADES RECEIVED, WHICH ARE RELEVANT TO THIS INTERNSHIP. INCLUDE THOSE COURSES IN WHICH YOU ARE CURRENTLY ENROLLED:

COURSE	GRADE	ARE YOU CURRENTLY ENROLLED?

PLEASE LIST, IN CHRONOLOGICAL ORDER, ANY STUDENT GOVERNMENT LEADERSHIP ROLES AND/OR ACTIVITIES (COMMUNITY OR VOLUNTEER) DURING YOUR ACADEMIC YEAR OR DURING THE PAST FIVE YEARS:


**EMPLOYMENT HISTORY** (Most recent first):

JOB TITLE	EMPLOYER	DATES OF EMPLOYMENT

Please rate your ability in using Microsoft Word:

\_\_\_\_\_ No ability at all      \_\_\_\_\_ Able to do basic work      \_\_\_\_\_ Extremely proficient

Other special skills: \_\_\_\_\_



**PRIVILEGED COMMUNICATIONS - POLICY**  
**CONFIDENTIALITY**

The primary mission of the Office of the Public Defender is to provide legal representation to eligible indigent clients. During the course of Public Defender service, you will be exposed to sensitive information concerning clients. Any information in any form concerning a client of the Agency is considered confidential and is subject to the attorney-client relationship.

An employee or volunteer is prohibited from discussing or revealing privileged information to a person or source other than the client, as each Public Defender employee or volunteer is bound ethically and by statute to maintain confidentiality as set forth below:

**Maryland Code, Criminal Procedure Article, § 16-209: Privileged communications**

**In general**

**(a) Communications between an indigent individual and an individual in the Office or engaged by the Public Defender are protected by the attorney-client privilege to the same extent as though an attorney had been privately engaged.**

**Use of communications for preparation and disclosure of sociological data**

**(b)(1) Subject to paragraph (2) of this subsection, this section does not preclude the Public Defender from using material in the Public Defender's files that is otherwise privileged to prepare and disclose statistical, case study, and other sociological data.**

**(2) Material used to prepare and disclose sociological data may not disclose the identity of a particular indigent individual.**

An employee or volunteer shall maintain the confidentiality of Public Defender clients by not disclosing the contents of any client file or communication received about or regarding a client, including information received by or about witnesses, Agency employees or any other entity.

I HEREBY CERTIFY that I have read and fully understand the Office of the Public Defender policy regarding privileged communications. I shall maintain client confidentiality at all times. I understand that failure to maintain client confidentiality may result in disciplinary action up to and including termination and/or any applicable civil or criminal penalties.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

Please submit application, resume and cover letter to:

Diane Lach  
Recruitment Director  
Office of the Public Defender  
6 Saint Paul Street, Suite 1400  
Baltimore, MD 21202  
FAX # 410-333-8496



**VOLUNTEER APPLICANT INFORMATION**

TO FURTHER ITS COMMITMENT TO EQUAL OPPORTUNITY EMPLOYMENT, THE STATE OF MARYLAND REQUESTS APPLICANTS TO PROVIDE, VOLUNTARILY, THE FOLLOWING INFORMATION. ONLY AUTHORIZED PERSONNEL WILL USE THIS INFORMATION FOR STATISTICAL PURPOSES.

<b>BIRTH DATE:</b> Month/Day/Year	<b>MALE</b> <input type="checkbox"/>	<b>FEMALE</b> <input type="checkbox"/>	<b>ARE YOU A US CITIZEN OR LEGAL ALIEN?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>RACE/ETHNIC IDENTIFICATION-PLEASE CHECK <u>ALL</u> THAT APPLY</b>			
<b>Are you of Hispanic or Latino origin?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)			

Select one or more of the following racial categories:

- American Indian or Alaska Native** (A person having origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment.)
  
- Asian** (A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
  
- Black or African American** (A person having origins in any of the black racial groups of Africa.)
  
- Native Hawaiian or other Pacific Islander** (A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
  
- White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)