

**OFFICE OF THE PUBLIC DEFENDER
HIGH SCHOOL
INTERNSHIP/VOLUNTEER APPLICATION**

SOCIAL SECURITY NO.: _____

NAME: _____
First MI Last

DATE OF BIRTH: _____

ADDRESS: _____

HOME PHONE: _____

EMAIL: _____

City State Zip Code

APPLYING FOR:

_____ Fall/Spring/Summer Internship (**High School Student**)

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: _____

EDUCATION:

High School: _____ Major: _____

When will you graduate? _____

Please rate your ability with Microsoft Word: ___ No ability at all ___ Able to do basic work ___ Extremely Proficient

Please list any foreign language ability you have: _____

Other special skills: _____

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

GEOGRAPHICAL PREFERENCE:

The Maryland Public Defender's Office includes twelve geographical districts. They are:

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|--|-------------------------------------|
| 1. Baltimore City | 6. Montgomery County |
| 2. Dorchester, Wicomico, Somerset & Worcester Counties | 7. Anne Arundel County |
| 3. Queen Anne's, Talbot, Cecil, Caroline and Kent Counties | 8. Baltimore County |
| 4. Charles, Calvert & St. Mary's Counties | 9. Harford County |
| 5. Prince George's County | 10. Howard & Carroll Counties |
| | 11. Frederick & Washington Counties |
| | 12. Allegany & Garrett Counties |

There are five statewide divisions and other specialty units including:

- | | |
|--|---|
| 1. Appellate Division (Baltimore City) | 5. Children In Need of Assistance Division (CINA) |
| 2. Aggravated Homicide Division (Baltimore City) | (Parent Representation) (Baltimore City, Prince George's and Montgomery Counties) |
| 3. Collateral Review Division (Baltimore City) | 6. Legislative Affairs (January-April: Annapolis May-December: Baltimore) |
| 4. Mental Health Division (Baltimore City) | |

Select at least 3 locations in order of preference from the above:

Districts/Divisions : 1. _____ 2. _____ 3. _____

ASSIGNMENT PREFERENCE:

Although we retain the right of assigning you to any of our divisions within the selected geographical district office, we like to know your preference(s). Please indicate below your order of preference (1-4) for stated districts above-mentioned.

_____ Circuit Court
 _____ District Court

_____ Juvenile Court
 _____ Drug Treatment Court

Date: _____

Signature: _____

OUTSIDE EMPLOYMENT DISCLOSURE

Kindly furnish below the names of all employers for whom you are presently working. Should you gain further employment or cease working for a current employer while interning/volunteering with the Office of the Public Defender, you must notify the proper Agency personnel. **If you do not have any outside employment, please mark this section with "N/A".**

Employer: _____
Address: _____
Phone No.: _____
Position: _____
Date of Employment: _____
Normal Working Hours: _____

I understand the nature of this Disclosure and will notify the proper Agency personnel when and if my circumstances change.

Date: _____ Signature: _____

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.

Date Print Name Signature

Date Parent's Name – Printed Parent's 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

THE OFFICE OF THE PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER

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.

BIRTH DATE: Month/Day/Year	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	ARE YOU A US CITIZEN OR LEGAL ALIEN? Yes <input type="checkbox"/> No <input type="checkbox"/>
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RACE/ETHNIC IDENTIFICATION-PLEASE CHECK ALL THAT APPLY

Are you of Hispanic or Latino origin? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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.)