

**CLEVELAND METROPOLITAN BAR ASSOCIATION**  
**HIGH SCHOOL INTERNSHIP PROGRAM**  
**2011 APPLICATION**

**PART A. GENERAL INFORMATION**

1. **NAME:** \_\_\_\_\_  
Last First Middle Initial

Name of Parent(s) OR Legal Guardian(s): \_\_\_\_\_  
\_\_\_\_\_

2. **MAILING ADDRESS:** \_\_\_\_\_  
Number Street  
\_\_\_\_\_  
City State Zip Code

3. **PERMANENT ADDRESS:** \_\_\_\_\_  
Number Street  
\_\_\_\_\_  
City State Zip Code

4. **E-MAIL ADDRESS:** \_\_\_\_\_

5. **TELEPHONE NUMBERS:** **HOME:** (\_\_\_\_\_) \_\_\_\_\_ **DAY:** (\_\_\_\_\_) \_\_\_\_\_  
(Area Code) (Area Code)  
**CELL:** (\_\_\_\_\_) \_\_\_\_\_  
(Area Code)

6. **ARE YOU LEGALLY ENTITLED TO WORK INDEFINITELY IN THE UNITED STATES?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
(Answering No does not disqualify an applicant)

**AGE:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

7. **IF NO, DO YOU HAVE DOCUMENTATION DEMONSTRATING THAT YOU ARE AUTHORIZED TO WORK IN THE UNITED STATES?**  
\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

8. **IF NO, ARE YOU ELIGIBLE TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING YOUR SUMMER INTERNSHIP?**  
\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**  
(Please be advised that you cannot begin a summer internship without such documentation. You are responsible for ensuring that you have the requisite paper work necessary to begin work).

**PART B. EDUCATION**

1. **SCHOOL** \_\_\_\_\_ **DATES OF ATTENDANCE: FROM - TO (MONTH & YEAR)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. CUMULATIVE (OVERALL) GPA (SCHOOL WILL PROVIDE TRANSCRIPT): \_\_\_\_\_
3. CURRENT GPA: \_\_\_\_\_
4. DATE DIPLOMA EXPECTED: \_\_\_\_\_

**PART C. HONORS, AWARDS, CERTIFICATES AND COURSEWORK (ATTACH ADDITIONAL SHEETS, IF NECESSARY).**

**1. PLEASE LIST ANY HONORS, AWARDS, AND CERTIFICATES**

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**2. PLEASE LIST ANY LAW-RELATED COURSEWORK**

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**PART D. PERSONAL STATEMENT (MINIMUM 300 WORDS, MAXIMUM 500 WORDS)**

**Career Goals Statement:** Discuss your school and career goals, what led you to set these goals, and how you plan to accomplish them. (Attach separate document if necessary.)

**PART E. LETTER OF RECOMMENDATION FROM A TEACHER**

**PART F. STATEMENT OF AGREEMENT AND COMMITMENT (FOR APPLICANT AND PARENT OR GUARDIAN)**

In signing this statement, I certify that:

- 1. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO ENSURE THAT ALL REQUIRED FORMS AND SUPPORTING MATERIAL REACH THE OFFICE OF BY THE DUE DATE. FAILURE TO SUBMIT THIS INFORMATION MAY RESULT IN THE REJECTION OF MY APPLICATION.**
- 2. THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS COMPLETE, TRUE, AND ACCURATE. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION MAY BE CAUSE FOR DISQUALIFICATION OR RESULT IN EXPULSION FROM THE PROGRAM.**

3. **THE CLEVELAND METROPOLITAN BAR ASSOCIATION AND/OR THE EMPLOYER HAS THE RIGHT TO TERMINATE MY INTERNSHIP AT ANY TIME IF I AM NO LONGER ELIGIBLE TO REMAIN IN THE CLEVELAND MUNICIPAL SCHOOL SYSTEM, OR IF IT HAS BEEN DETERMINED THAT I HAVE CONDUCTED MYSELF IN AN UNPROFESSIONAL MANNER.**
4. **I UNDERSTAND THAT THE INFORMATION SUBMITTED IN THIS APPLICATION WILL BE SHARED WITH THE CLEVELAND METROPOLITAN BAR ASSOCIATION, THE HIGH SCHOOL INTERNSHIP COMMITTEE, POTENTIAL EMPLOYERS, AND THE ACADEMIC INSTITUTION WHERE I AM ENROLLED.**
5. **I UNDERSTAND THAT THIS PROGRAM IS NOT A HIRING TOOL, BUT AN OPPORTUNITY TO GAIN VALUABLE INTERNSHIP EXPERIENCE.**
6. **IF I MUST LEAVE THE PROGRAM FOR ANY REASON, I MUST CALL AND NOTIFY THE CLEVELAND METROPOLITAN BAR ASSOCIATION.**

**PART G. ADDITIONAL DISCLOSURES**

**\*\*Have you ever been convicted of a felony or the juvenile court equivalent of a felony?  
 (You are not required to disclose convictions for which the record has been judicially expunged, sealed or eradicated and conviction does not automatically disqualify an applicant.)**

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

If none, please check.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date

**Please direct questions and submit applications to:**

**Carmen D. Dortch-Morris  
 Cleveland Metropolitan Bar Association  
 1301 East Ninth Street, Second Level  
 Cleveland, Ohio 44114  
 Phone: (216) 696-3525  
 Fax: (216) 696-2129  
 Email: cdortch-morris@clemetrobar.org**

**THIS APPLICATION, INCLUDING YOUR PERSONAL STATEMENT AND LETTER OF REFERENCE,  
 IS DUE TO THE CLEVELAND METROPOLITAN BAR ASSOCIATION  
 NO LATER THAN Friday, April 22, 2011.**