

**ILLINOIS ATTORNEY GENERAL KWAME RAOUL**  
**STUDENT LAW CLERK APPLICATION**

**INSTRUCTIONS**

Current law students who would like to serve as law clerks in the Office of Illinois Attorney General Kwame Raoul are asked to:

1. Fill out this application form.
2. Fill out the background check authorization form (attached).
3. Attach a current resume.
4. E-mail, Mail, or Fax the entire packet to:

**Attorney Recruiting**  
Office of the Attorney General  
115 South LaSalle, 23rd Floor  
Chicago, IL 60603  
(312) 814-5024 (Fax)  
[attorneyhiring@ilag.gov](mailto:attorneyhiring@ilag.gov)

**PLEASE TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.**

<b><u>APPLICATION DUE DATES</u></b>		
<b><u>Fall Semester</u></b>	<b><u>Winter/Spring Semester</u></b>	<b><u>Summer Semester</u></b>
<b>July 15</b>	<b>November 15</b>	<b>February 15</b>

For general information regarding our Law Clerk Program, please visit the careers page on our website:  
<https://illinoisattorneygeneral.gov/about/jobs/index.html>.

Specific inquiries or questions regarding this application or the Law Clerk Program may be directed to Thor Inouye at (773) 590-7949 or [attorneyhiring@ilag.gov](mailto:attorneyhiring@ilag.gov).

*The Illinois Attorney General's Office is an equal opportunity employer. The Office considers applicants without regard to race, color, religion, sex, national origin, sexual orientation, age, marital or veteran status, or the presence of a non-job-related medical condition or disability.*

# PART ONE

## BACKGROUND

### GENERAL INFORMATION

Name: \_\_\_\_\_  
                    First  Middle  Last

Law School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Current Status (check one):    1L    2L    3L

Undergraduate School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Year of undergraduate graduation: \_\_\_\_\_ Degree: \_\_\_\_\_

### CURRENT CONTACT INFORMATION

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Alternate e-mail address: \_\_\_\_\_

In the past, the Attorney General's Office and law clerk applicants have found it convenient to correspond by e-mail. May we contact you by e-mail at the above e-mail address? (check one):    **YES**    **NO**

### PRIOR WORK IN OUR OFFICE

Have you worked in our office before? (check one):    **YES**    **NO**

Bureau / Division: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

## PART TWO

### YOUR INTEREST IN SERVING AS A VOLUNTEER LAW CLERK

#### PROPOSED DATES AND HOURS

During the fall and spring semesters, law clerks must work at least 12 hours per week for at least 8 consecutive weeks. During the summer semester, we expect law clerks to work at least 16 hours per week for at least 10 consecutive weeks. If receiving compensation from the Illinois Attorney General, law clerks are limited to a maximum of 20 hours per week. Any concurrent employment (including volunteer or law school clinic work) must be receive prior approval. Many law clerks choose to work longer hours for a greater number of weeks, and some preference may be given to law clerks that are able to work a greater number of weeks or hours per week. Please indicate approximately when you would be able to begin working as a law clerk, when you would plan to stop working, the total number of weeks you would work, and how many hours per week you would be available to work.

**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

**Total number of weeks:** \_\_\_\_\_ **Hours per week:** \_\_\_\_\_

#### OFFICE LOCATION

Where would you like to serve as a law clerk? (check one)

**CHICAGO**

**SPRINGFIELD**

**REGIONAL**

#### ASSIGNMENT

Please indicate your assignment preference by using the number "1" for first choice, "2" for second choice, and "3" for third choice. Although we will do our best to honor your preferences, we cannot make any guarantees. Please note that if you have a Illinois Supreme Court 711 license and are placed in a litigation division, you may have the opportunity to appear in court. See Agency Profile for information about placements. You can also contact us for additional information.

	CHICAGO		SPRINGFIELD
	Government Defense Litigation (General Law)	Environmental Enforcement	Government Defense Litigation (General Law)
	Revenue Litigation	Consumer Protection	Consumer Protection
	Workers Compensation	Civil Appeals	Public Access
	Child Welfare	Criminal Appeals	Environmental
	Disability Rights	Crime Victim Services	
	Public Utility	Criminal Enforcement	Carbondale
	Public Interest Litigation	Public Access	Belleville/Swansea
	Workplace Rights	Policy	Urbana

Additional comments (optional): \_\_\_\_\_

**PART THREE**  
**LAW SCHOOL CREDIT & FINANCIAL ASSISTANCE**

**LAW SCHOOL CREDIT**

If invited to serve as a law clerk, will you seek academic credit for your service?

(check one):    **YES**    **NO**

If **yes**, what is the minimum number of hours per week that you will need to serve in order to receive such credit?

**EXTERNAL FINANCIAL ASSISTANCE**

Some law schools and organizations provide stipends to students in public interest internships.

Will you be receiving any external financial assistance? (check one):    **YES**    **NO**

If yes, from what source? \_\_\_\_\_

**PART FOUR**  
**ADDITIONAL MATERIALS AND NOTES**

**BACKGROUND CHECK**

Like other law-enforcement offices, we must check the background of every person who seeks a position in our office, whether compensated or uncompensated. Therefore, we ask you to complete the attached background check authorization and return it with this application form (electronic signatures will not be accepted). Thank you for your cooperation.

Have you ever pled guilty to or been convicted of any criminal offense other than a minor traffic violation? (check one):    **YES**    **NO**

If your answer to the question is "Yes," please attach a signed, detailed explanation.

**CERTIFICATION**

I certify that all of the statements contained in this application form and attachments are true to the best of my knowledge.

/s/

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**ATTORNEY GENERAL OF ILLINOIS**  
**VOLUNTEER LAW CLERK PROGRAM**

**AUTHORIZATION FOR BACKGROUND CHECK**

TO WHOM IT MAY CONCERN:

I authorize the Illinois Attorney General's Office to conduct a complete background investigation on myself, including, but not limited to, personal information, criminal background, and driver's license history.

\_\_\_\_\_  
**LAST NAME (PRINTED)**

\_\_\_\_\_  
**FIRST NAME**

\_\_\_\_\_  
**MIDDLE NAME**

\_\_\_\_\_  
**SOCIAL SECURITY NUMBER**

\_\_\_\_\_  
**DATE OF BIRTH**

\_\_\_\_\_  
**DRIVER'S LICENSE # or STATE I.D.#**

\_\_\_\_\_  
**STATE ISSUED**

*/s/*  
\_\_\_\_\_  
**SIGNATURE** (*electronic signature accepted*)

\_\_\_\_\_  
**DATE**