



WICHITA BAR ASSOCIATION
Application for 2019 Summer Intern Program
Program Dates: June 10 through July 26, 2019

COMPLETED APPLICATION MUST BE RECEIVED AT THE WICHITA BAR ASSOCIATION
225 N. MARKET, SUITE 200, WICHITA, KANSAS 67202
BY 5:00 P.M. Thursday, February 28, 2019
LATE APPLICATIONS WILL NOT BE ACCEPTED

Minimum Qualification Requirements:*

1. Must be 16 years old, by June 10, 2019;
2. G.P.A of at least 2.8 on 4.0 scale;
3. Complete application including:
 - a. Transcript through first semester of current school year;
 - b. Two Letters of Recommendation, one of which must be a letter from a teacher, counselor, or other school staff;
 - c. Essay of 200-300 words;
 - d. Signatures of student and parent;
 - e. Interview on Saturday, March 30, 2019 (via Skype if prior approval is received);
5. Must attend parent/student orientation at 5:30 p.m., Wednesday, May 8, 2019, AND summer intern program orientation at 9:00 a.m., Monday, June 10, 2019 at the Wichita Bar Association office, 225 N. Market, Wichita.

IMPORTANT NOTE: It is mandatory that Summer Interns attend both the parent/employer orientation and the summer intern program orientation. Failure to do so will result in dismissal from the program. This is an unpaid internship.

Note: Completion of application does not insure placement into the program.

- **Attendance at assigned law-related organization and field trips is very important. Students who anticipate missing two or more weeks during the summer program period should be urged not to apply. Failure to complete all application requirements will result in disqualification of applicant.**

I. Personal Information (Please type or print using black ink.)

Name: _____ Grade: _____ Age: _____ Birth date: _____

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ E-mail Address: _____

Parent's/Guardian's Phone if different: _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Address if different: _____

Emergency Contact Number: _____

High School Attending: _____ School Phone: _____

Counselor's Name and Phone: _____

Area of law you are most interested in:

- | | | |
|--|--|--|
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Criminal Practice | <input type="checkbox"/> Juvenile Law |
| <input type="checkbox"/> Estate Planning & Probate | <input type="checkbox"/> Business Law | <input type="checkbox"/> Real Estate Law |
| <input type="checkbox"/> Disability Law | <input type="checkbox"/> Bankruptcy Law | <input type="checkbox"/> Civil Practice |
| <input type="checkbox"/> Immigration Law | <input type="checkbox"/> Personal Injury Law | |

II. Interests, Activities, Volunteer and Work Experience (attach additional pages as necessary)

A. List some of your interests:

B. List school activities in which you are involved and that are important to you. Please include your participation in school programs, sports clubs, events and community service projects. Include additional pages if necessary.

Description of Activity	Year(s) Participated	Offices Held or Recognition Received

C. List any paying jobs that you have held:

1. Company Name: _____ Dates of Employment: _____ to : _____
Position(s): _____
Duties and Responsibilities: _____

Contact Person at Company: _____
2. Company Name: _____ Dates of Employment: _____ to : _____
Position(s): _____
Duties and Responsibilities: _____

Contact Person at Company: _____

3. Company Name: _____ Dates of Employment: _____ to : _____
Position(s): _____
Duties and Responsibilities: _____

Contact Person at Company: _____

D. List any volunteer work in which you have participated:

1. Agency/Individual Name: _____
Duties and Responsibilities: _____
Dates of Volunteer Work: _____
Contact Person at Agency: _____

E. List any volunteer work in which you have participated:

2. Agency/Individual Name: _____
Duties and Responsibilities: _____
Dates of Volunteer Work: _____
Contact Person at Agency: _____

3. Agency/Individual Name: _____
Duties and Responsibilities: _____
Dates of Volunteer Work: _____
Contact Person at Agency: _____

4. Agency/Individual Name: _____
Duties and Responsibilities: _____
Dates of Volunteer Work: _____
Contact Person at Agency: _____

F. List any job-related skills you have (typing, word processing, computer literacy, general clerical, filing, copying, etc.): _____

G. Please describe your transportation arrangements for summer employment.

III. Essay

On an attached page, write an essay describing your interest in the legal profession, what you would like to achieve as an intern in this program, and **why you are interested in participating in this program**. The essay should be between 200 and 300 words in length and will be rated on the 6 Trait Writing Model (organization, ideas and content, conventions, word choice, voice, and sentence fluency). The essay must be typewritten or neatly printed in black ink.

IV. Financial Need

You are not required to complete the following information. However, financial need is a consideration in the selection process:

Family Annual Gross Income:

___ \$0- 24,999

___ \$25,000-\$49,999

___ \$50,000-\$99,999

___ \$100,000 or over

How many people are supported by this income? _____

Please provide any other information you feel is relevant regarding your financial need:

V. Letters of Recommendation

You must attach **two letters of recommendation**, one of which must be a letter from a teacher, counselor, or other school staff. Each letter should describe why you should be chosen to participate in the Summer Intern Program.

VI. High School Transcript

You must attach a copy of your high school transcript, including grades from the first semester of the current school year.

VII. Conflict of Interest

This information is requested to ensure that if you are accepted into the program, you will not be placed with a law firm or other law related organization that has a legal conflict of interest with you or the members of your immediate family.

Please list the current employer(s) of your parent(s) or guardian(s).

- 1. Company Name: _____ Dates of Employment: _____ to : _____
 Company Name: _____ Dates of Employment: _____ to : _____
 Company Name: _____ Dates of Employment: _____ to : _____
 Company Name: _____ Dates of Employment: _____ to : _____

If you, your parents or guardians, or siblings have been represented by an attorney in the last 5 years, please provide the name and address of the attorney.

- 1. Attorney Name: _____ Address: _____

 Attorney Name: _____ Address: _____

Have your parent(s)/family member ever worked for or currently work for a law firm/law organization in Wichita?

If so where? _____

PLEASE READ THE FOLLOWING:

I have completed this application truthfully and accurately, and agree that my school may provide any academic information required to verify my qualification for this program.

If I am employed as a summer intern, I understand that my employment will be at-will, and the WBA and the employing firm or agency reserves the right to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral, or written agreements contrary to the foregoing express language are valid.

The selection process will be completed by Friday, April 19, 2019. Notices of acceptance or elimination will be sent to all applicants by that date.

Signature of Student
(Required)

Date

Other than the dates listed below (vacation, camp, etc.), my son or daughter will be able to fully participate in the Student Intern program, which is held from

June 10, 2019 through July 26, 2019
(There will be NO INTERNSHIP July 1, 2019 – July 5, 2019)

If your student is selected as an intern, there will be a mandatory parent/student orientation on **Wed., May 8, 2019, 5:30 p.m.** at the Wichita Bar Association office. It is very important that you or a guardian attend with your student.

Signature of Parent or Guardian
(Required)

Date

Evaluation of students' applications will be based upon the following selection criteria:

Grade Point Average	20%
Application:	
Interests, Activities, Experience.....	10%
Essay.....	20%
Financial Need.....	10%
Interview	<u>40%</u>
TOTAL	100%

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**FOR MORE INFORMATION, VISIT PUBLIC RESOURCES,
SUMMER INTERN PROGRAM AT WWW.WICHITABAR.ORG**

OR

CALL MEGAN BLEIER AT 316-263-2251, EXT. 101