



WHITE HOUSE COUNCIL ON ENVIRONMENTAL QUALITY
LEGAL CLERKSHIP APPLICATION

INSTRUCTIONS

This application form is our opportunity to get to know you and understand why you would like to law clerk at the White House Council on Environmental Quality. Any questions regarding this application should be directed to internships@ceq.eop.gov. Please e-mail your completed application form, cover letter, resume, references, transcript and writing sample to internships@ceq.eop.gov.

PERSONAL INFORMATION

Name (last, first, middle initial): _____

Current Address: _____

Permanent Address: _____

Phone: _____ E-mail: _____

Do you have a Social Security Number? (Yes or No) _____

Are you a U.S. Citizen? _____

Have you served as a registered lobbyist? _____

Have you ever been charged with or convicted of any criminal offense, felony, or misdemeanor? (If Yes, please describe below) _____

Are there currently any charges pending against you for a criminal offense? (If Yes, please describe below) _____

CURRENT ACADEMIC INFORMATION

University/College: _____

Degree and Major: _____

[Expected] Month/Year of Graduation: _____

AVAILABILITY

Season applying for (check one): Spring _____ Summer _____ Fall _____

Please indicate the number of hours per week you will be available: _____

Please indicate your potential start date: _____ and end date: _____



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ADDITIONAL REQUIREMENTS

- Cover letter (1 page maximum)
- Resume (1 page maximum)
- References (see instructions below)
- Law school transcript (most recent; an unofficial transcript is acceptable)
- Writing sample (3-5 pages maximum)

Applicant references should include three individuals who are able to speak to the applicant's legal research and writing skills, and ability to work well in a fast-paced office environment. This list must include at least one law school professor and one supervising attorney. Please list the names, titles, organizations, phone numbers, email addresses, and relationships to the applicant for all references.

NOTE: Please be aware that the White House has a zero-tolerance policy for drug use. You will be required to take a drug test prior to beginning your clerkship. You will also be asked about any use of drugs during your security interview. Failure to pass the drug test will result in your immediate disqualification.