



Equal Justice Works Fellowships Certification by Host Organization

Please initial each point and sign and certify the contract electronically below:

As Executive Director of _____ (Host Organization), I certify that:

- _____ We, the Host Organization, are committed to hiring the candidate as an attorney to work on the proposed project as designed in this application if the applicant is awarded a Fellowship.
- _____ We, the Host Organization, will provide health insurance and other standard fringe benefits to the candidate if a Fellowship is awarded. The benefits we will provide the Fellow are equivalent to other attorneys at our organization with similar experience. The benefits that we currently provide and that we expect to provide to the candidate during their Fellowship are set forth in the below Exhibit A.
- _____ We understand that the cost of benefits to be provided to the candidate is not covered by Equal Justice Works and must be paid for by our organization with non- Equal Justice Works Fellowship funds
- _____ This position would not exist without the financial support of the Fellowship program
- _____ The Fellow will be paid a gross salary of \$_____ before admission to the bar. The Fellow will be paid a gross salary of \$_____ after admission to the bar
- _____ This salary level is equivalent to the salary that attorneys at the Host Organization with similar experience would or do receive. The Host Organization agrees that it will be solely responsible to pay any portion of the Fellow's salary that exceeds \$65,000. If salary increases are made prior to or during the Fellowship term for which the Fellow meets the prerequisite experience, performance, or tenure requirements, our organization will apply the same adjustment to the Fellow's salary and notify Equal Justice Works.
- _____ (Host Organization) is a nonprofit organization that is not conducted or maintained for the purpose of making a profit.
- _____ We have reviewed draft copies of the Memoranda of Agreement that outlines the [Fellow](#) and [Host Organization](#) responsibilities as program participants. This is for illustrative purposes only. The Host Organization understands that Equal Justice Works reserves the right to make changes and updates before a final version is issued. The final version will be sent to both the Fellow and the Host Organization as a part of the orientation materials if the candidate is chosen, and both the Fellow and Host Organization must execute the agreement upon receipt.

EXHIBIT A

Benefits summary, list of benefits to be provided to the candidate:

Acknowledgement

By signing this Form, the candidate and Host Organization certify that they have discussed and agreed upon the salary and benefits package as well as reviewed the sample Memorandum of Agreement. **The candidate and Host Organization must agree upon these terms prior to submitting an application.** Retain a copy for your records.

Applicant Signature: _____

Organization: _____

Organization Address: _____

Executive Director Signature: _____