

PUBLIC INTEREST LAW FELLOWSHIP CERTIFICATION OF EMPLOYMENT

Instructions for Authorized Official:

- Complete this form only if you are an authorized official of the public service organization at which the graduate identified in Section 1 is/was employed.
- Read the definitions in Section 5 before completing this form.
- Type or print using blue or black ink. All fields must be completed if applicable. Your signature date must include month, day, and year (MM-DD-YYYY).
- Provide all requested information for Items 1, 2, and 3 below. Complete the employer's certification at the bottom of this page. The Employment Certification form cannot be processed if the information requested in this section is missing.
- If you make any changes to the information you provide in this section, you must initial each change.

Please return the completed form to the graduate. The University of Massachusetts School of Law or the PILF Director may contact you for additional information or documentation.

Instructions for Graduate when there is no Authorized Official:

- **G** Check this box if you are unable to obtain certification from an authorized official, for example, because the organization no longer exists. Provide all requested information for Items 1, 2, and 3 below. For Item 1, list the organization's address from when you worked there, and consult your W2 records for the EIN. The University will require you to submit additional evidence of your qualifying employment. Do not submit supporting documents until requested to do so.

1. Information about the graduate.

Name

Date of Graduation

Address

Phone

2. Information about the public service organization at which the graduate is/was employed.

Public Service Organization Name

Federally Assigned Employer ID# (EIN)

Public Service Organization Address

3. Graduate's Employment Status.

(a) Dates of employment: Start: [][]-[][]-[][][][][]
(DD-MM-YYYY) End: [][]-[][]-[][][][][] (If the graduate is still employed, put today's date)

(b) Graduate's employment status at your organization:

G Full-Time Average number of hours per week: _____
G Part-Time Average number of hours per week: _____

For purposes of eligibility, **full-time** legal employment is defined as:

- (1) Working in qualifying employment in one or more jobs for the greater of:
 - (A) An annual average of at least 35 hours per week performing legal duties; or
 - (B) Unless the qualifying employment is with two or more employers, the number of hours the employer considers full-time.
- (2) Vacation or leave time provided by the employer or leave taken for a condition that is a qualifying reason for leave under the Family and Medical Leave Act of 1993, 29 U.S.C. 2612(a)(1) and (3) is equivalent to hours worked in qualifying employment.

4. Type of Public Service Organization

- (a) **G A government organization** (including a Federal, State, local or Tribal organization, agency or entity; a public child or family service agency; or a Tribal college or university);
- (b) **G A non-profit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code;**
- (c) **G A private, non-profit organization** (that is not a labor union or a partisan political organization), **that provides the following public services:**

(d) **G Other:** _____

Please provide a brief description of the organization and its activities and the duties performed by the graduate at the organization:

NOTE as to categories (b), (c) and (d): a graduate's employment does not qualify if the graduate's job duties are related to religious instruction, worship services, or any form of proselytizing.

PUBLIC INTEREST LAW FELLOWSHIP CERTIFICATION OF EMPLOYMENT

I certify that the graduate identified in Section 1 above is/was employed at a public service organization, as indicated above, during the period identified in Item 2(a) of this section.

Authorized Official's Name (Printed)

Authorized Official's Title

Authorized Official's Signature

-(_____)_____

Authorized Official's Telephone

Today's Date (MM-DD-YYY)