



# THE NEW YORK CITY HUMAN RIGHTS FELLOWSHIP

## 2008-2009

*City of New York Commission on Human Rights  
Department of Citywide Administrative Services*

**T**he New York City Human Rights Fellowship offers a unique opportunity to obtain practical City government experience in the areas of civil rights, community relations, public education, mediation and conflict resolution and advocacy.

The centerpiece of this year-long fellowship, offered to recent college graduates, is a work experience at the NYC Commission on Human Rights — the agency of New York City government with statutory responsibility for fostering positive inter-group relations among the City's many diverse communities and informing those communities of the wide protections against discrimination available to them under the City's Human Rights Law. Through this work experience, Fellows will provide hands-on support in furthering the Commission's efforts in community organizing, social justice and educational efforts in the diverse neighborhoods of the City's five boroughs.

In addition to the work placement, and an orientation in: the Human Rights Law, community structure and communications and conflict resolution and mediation, Fellows will also participate in discrimination testing in housing and employment and various aspects of complaint investigations. Other program components include an orientation to New York City government and select participation in a special seminar series.

**Program Information:** The one-year Fellowship begins September 2, 2008 and ends August 28, 2009. Fellows are paid a taxable stipend of \$33,000 and receive a choice of paid health insurance plans. (Housing is not included.)

**Eligibility:** To be eligible for consideration as a candidate, individuals must meet the following requirements as of the beginning of the program year in September:

- Applicants must be recent graduates, no more than two full years out of college. We accept applications from students who received undergraduate degrees in the spring of '08, '07, '06.
- Fellows must participate in the program on a full-time basis for one calendar year.
- Fellows must meet the eligibility requirements to work in NYC, i.e. compliance with the I-9 form from US Citizenship & Immigration Services.

All students who are interested in human rights/civil rights and urban government are encouraged to apply. Applicants should note any bilingual skills they possess.

**Application Deadline:** Applications and supporting materials are due at the City of New York – Office of Fellowship Programs **by 5 p.m. on Friday, March 21, 2008.** Upon receipt and review of the applications by the selection committee, finalists may be invited to interview in New York City. Up to two Fellows will be selected for the 2008-2009 program year.

Applications, and any additional information, can be found at:  
[nyc.gov/fellowships](http://nyc.gov/fellowships)

THE NYC HUMAN RIGHTS FELLOWSHIP is a collaboration of the NYC Commission on Human Rights and the NYC Department of Citywide Administrative Services – Office of Fellowship Programs.

**P**LEASE READ THE ENTIRE FORM before completing the application. Applicants must submit an original and two complete copies of their application form, resume and essays. Transcripts and references must be included in the same package with the other application material. (See Part II and Part V for more information.) Applicants should retain copies of their completed applications for their files. All applications must be typed.

**Part I: Applicant Summary**

**Name:** Mr. / Ms. Last \_\_\_\_\_ First \_\_\_\_\_ M I \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

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

**School Address:** \_\_\_\_\_

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

**Permanent Telephone Number:** ( ) \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**School Telephone Number:** ( ) \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Education:** List college(s) currently and previously attended, starting with most recent:

College	Major	Degree	Date Awarded or Expected
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Are you a United States Citizen** ( ) Yes ( ) No **or Permanent Resident** ( ) Yes ( ) No

**Date of Birth (Optional):** \_\_\_\_/\_\_\_\_/\_\_\_\_

**How did you learn about the program?** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Race/ Ethnicity (Optional):**

**White (not of Hispanic origin)**

**Black (not of Hispanic origin)**

**Hispanic**

**Asian or Pacific Islander**

**American Indian or Alaskan Native**

**Other** \_\_\_\_\_

**Part II: Submit Transcript**

Submit an official transcript for all colleges attended, reflecting the most recent semester's work. The transcript(s) should be in a signed and sealed envelope from the Registrar and included in the application package sent by you. **Note: You are not responsible for making additional copies of the official transcript.**

**Part III: Attach Résumé**

You are required to include a current résumé with your application. Please be sure that this résumé accurately reflects your work experience (paid and unpaid) and any school or community activities in which you have been involved. Include the name of all organizations, the title of your position and the dates of participation. **Please note any bilingual skills.**

**Part IV: Submit Two Essays**

Both essays must be typed and have your name on each page.  
To learn more about New York City government visit our website: [www.nyc.gov](http://www.nyc.gov).

**1. Personal Statement**

In a statement, not to exceed 500 words, please explain your interest in human rights and why you are seeking this Fellowship.

**2. Policy Statement**

In an essay, not to exceed 1000 words, please discuss and review a human rights policy or issue.

*If you exceed the specified word limit, your application will not be reviewed.*

**Part V: References**

Please include two professional references using the enclosed recommendation form. The recommender should be able to assess your personal initiative, motivation and suitability for a fellowship in the public sector. Ask the recommender to make 2 copies of the recommendation and assessment form, enclose the originals and copies in a signed, sealed envelope and return it to you. **Only letters addressed to the NYC Human Rights Fellowship will be accepted.**

1. Name \_\_\_\_\_ Title/Org. \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

2. Name \_\_\_\_\_ Title/Org. \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

**Part VI: Affirmation**

This affirmation must be completed: I affirm that all statements made on this application, including all attachments, are true and complete to the best of my knowledge. I understand that misrepresentation may be cause for denial of admission to or expulsion from the Human Rights Fellowship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part VII: Checklist**

The application form, transcript, recommendations, essays, résumé and any other supporting material must be submitted together in one mailing. Organize your application into three complete sets: an original and two copies. Each set should include the application form, résumé and two essays. Program staff will collate the sealed letters of recommendation and the original transcript. Late applications will be returned, unopened, to the applicant.

In order for Program staff to effectively process your application, you need to submit:

Three collated sets, each of which includes:

- Application Form:** original and two copies
- Résumé:** original and two copies
- Essays:** original and two copies
- \*Separately:
- Transcript:** one official copy in signed and sealed envelope
- References:** original letter with original assessment form and two copies of each

\*When you mail your total packet to us, it should include the three requested sets as well as the transcripts and references

Mail application to:  
**NYC Human Rights Fellowship**  
 NYC Department of Citywide Administrative Services  
 1 Centre Street, Room 2425  
 New York, NY 10007

Telephone (212) 669-3695  
[www.nyc.gov/fellowships](http://www.nyc.gov/fellowships)

**THE NYC HUMAN RIGHTS FELLOWSHIP**  
**APPLICATION DEADLINE:**  
**Received in our office by 5 p.m., March 21, 2008**



Michael R. Bloomberg, Mayor  
 Martha K. Hirst, Commissioner