



Utah Dispute Resolution
INTERNSHIP APPLICATION

APPLICANT INFORMATION			
First Name:	Last Name:		
Other Names Used:			
Home Phone:	Work Phone:	Cell Phone:	
Home or Mailing Address—Street:			
City:	State:	ZIP:	
Email Address:			
Occupation:	Employer:		
What languages do you speak besides English?			
Do you have mediation training or experience?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, describe below:
Can you provide documentation verifying your right to work in the United States?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you related to anyone who works for Utah Dispute Resolution?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, provide name(s) and relationship(s):			

UDR INTERNSHIP PROGRAM OPTIONS	
<i>Please indicate the program for which you are applying by marking an "X" in the appropriate box. NOTE: All UDR internships are unpaid. Interns receive college credit from their school programs or agree to volunteer their time in exchange for gaining valuable experience administering a mediation program.</i>	
<input type="checkbox"/> Case Management <div style="text-align: right; padding-right: 20px;"> Hourly Commitment: _____ </div>	<p><i>Applicants for this option must be willing and able to contribute a minimum of 100 hours total during the internship. All internships must be scheduled during normal UDR business hours (9:00 am - 5:00 pm; Monday through Friday). This internship involves interaction with mediation clients in person and on the phone, conducting intake, maintaining electronic and paper records, preparing for mediations, and assisting UDR staff and mediators as requested.</i></p> <p><i>Indicate your availability and preferred schedule:</i></p>
<input type="checkbox"/> Special Projects <div style="text-align: right; padding-right: 20px;"> Hourly Commitment: _____ </div>	<p><i>Internships must be scheduled during normal UDR business hours (9:00 am - 5:00 pm; Monday through Friday). Examples of past projects include: researching and compiling client resources, converting old paper records to electronic format, preparing informational summaries to help disputing parties, gathering marketing contact information, etc.</i></p> <p><i>Indicate your availability and preferred schedule:</i></p>

PROGRAM REQUIREMENTS & PERSONAL GOALS
<i>For what school program will you receive credit for this internship? (if not applicable, skip to next)</i>
<i>What are the requirements for these credits? (if not applicable, skip to next)</i>
<i>What are your personal goals for the internship?</i>

WORK EXPERIENCE

Please provide your employment experience beginning with your most recent employment and work backwards in time. If more space is needed, use additional pages. RESUMES MAY BE ATTACHED, BUT YOU MAY NOT USE A RESUME AS A SUBSTITUTE FOR FULLY COMPLETING THIS SECTION.

Position Title:		<input type="checkbox"/> Paid Position	<input type="checkbox"/> Volunteer Position
Dates of Employment (month & year): FROM:		TO:	Hours per week:
Employer Name:			
Employer address:		Phone:	
City:	State:	ZIP Code:	
Supervisor:	Phone:	Email:	
Job Responsibilities:			
Reason for leaving:			

Position Title:		<input type="checkbox"/> Paid Position	<input type="checkbox"/> Volunteer Position
Dates of Employment (month & year): FROM:		TO:	Hours per week:
Employer Name:			
Employer address:		Phone:	
City:	State:	ZIP Code:	
Supervisor:	Phone:	Email:	
Job Responsibilities:			
Reason for leaving:			

Position Title:		<input type="checkbox"/> Paid Position	<input type="checkbox"/> Volunteer Position
Dates of Employment (month & year): FROM:		TO:	Hours per week:
Employer Name:			
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City:	State:	ZIP Code:	
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Reason for leaving:			

Position Title:		<input type="checkbox"/> Paid Position	<input type="checkbox"/> Volunteer Position
Dates of Employment (month & year): FROM:		TO:	Hours per week:
Employer Name:			
Employer address:		Phone:	
City:	State:	ZIP Code:	
Supervisor:	Phone:	Email:	
Job Responsibilities:			
Reason for leaving:			

EDUCATION

List high school and post high school (colleges, universities, vocation or trade schools, etc.)

Name and location of school	Semester Hrs Completed	Quarter Hrs Completed	Did you graduate?	Degree Awarded	Major Course of Study

List professional licenses, certificates, or registrations:

REFERENCES

Please list the names, addresses, and telephone numbers of three (3) individuals who are not related to you, but either supervised you or are associated with you professionally.

Full Name	Business or Home Address	Occupation/Title	Relationship to you	Phone Number

GENERAL INFORMATION

(Attach additional pages if needed)

Explain your reasons for applying to this program and your future goals regarding mediation or conflict resolution.

Describe areas of expertise from your past work experience or educational training that would strengthen your contribution to UDR.

Describe any other relevant training or experience that qualifies you to be involved with UDR.

PERSONAL DECLARATION

The Utah Rules of Judicial Administration (4-510) requires ADR providers on the court roster to "*be of good moral character in that the provider has not been convicted of a felony, a misdemeanor involving moral turpitude, or any other serious crime, and has not received professional sanctions that, when considered in light of the duties and responsibilities of an ADR provider, are determined by the Director to indicate that the best interests of the public are not served by including the provider on the roster.*" In keeping with this Court requirement, UDR requires staff, interns, and volunteers to complete this declaration.

1. I have ...been convicted of a felony.
 I have not
Comments:

2. I have ...been convicted of a misdemeanor involving moral turpitude, or any other serious crime.
 I have not
Comments:

3. I have ...received professional sanctions.
 I have not
Comments:

UDR CONFIDENTIALITY POLICY

UDR is an organization that works with the court and legal system, public agencies, private firms, and individuals to resolve various types of conflicts. Each employee, intern, and volunteer has been placed in a position of trust and may have access to materials and information of a highly confidential nature. Every employee, intern, and volunteer is required to maintain the confidentiality of such material and information. Unauthorized disclosure of such material and information will be deemed cause for dismissal. It may also subject the employee, intern, or volunteer to civil liability for money damages (i.e., a lawsuit). This Confidentiality Policy covers confidential information, electronic records, paper records, and electronic transmission of information such as by email or facsimile.

Employees, interns, and volunteers with questions about what is deemed to be confidential should consult the Executive Director. Examples of confidential documents, materials, and information include the following summary, which is not all inclusive.

- Documents and information related to client intake and screening. This includes information obtained through verbal interviews and conversations prior to, during, and after the completion of mediation, as well as MADTrac records, client questionnaires, intake surveys, and income surveys;
- Correspondence and records submitted by clients, counsel, and participants;
- Copies of agreements to mediate, and memoranda of understanding from mediations;
- Payment records that include bank account and credit card information; and
- Personnel files including I-9 forms, W4 forms, employment applications and resumes, performance review records, and timesheet reports.

Employees, interns, and volunteers of UDR agree to:

- Abide by the confidentiality requirements of Utah statutes, court rules, and ethical standards that govern the practice of mediation;
- Respect clients' right to privacy by not soliciting private information from clients unless it is essential to providing services or conducting intake to determine the appropriateness for mediation;
- Protect the confidentiality of all information obtained in the course of service and refrain from divulging this information to another party with the exception of disclosures that are required by law as mandated reporting such as knowledge of neglect or abuse of children, elderly persons, or incapacitated persons;
- Discuss confidential information with other staff members when appropriate only when privacy can be ensured and avoid holding such discussions in public or semipublic areas such as hallways, waiting rooms, elevators, or restaurants;
- Refrain from disclosing any identifying information when discussing clients or cases for teaching or training purposes;
- Ensure all confidential information from electronic and paper files are inaccessible to the public.

Copies of the following documents may be released only to clients and their authorized legal representatives if requested: agreements to mediate, memoranda of understanding and mediated agreements, correspondence sent to the client or attorney, ADR disposition notices that are filed with the court, and certificates of participation in mediation provided by UDR. Copies of a client's intake questionnaires, intake forms, and income declaration will be released only to the client or his/her authorized legal representative.

CONFLICTS OF INTEREST

(The following section provides a summary of UDR's Conflict of Interest Policy. Contact UDR for the full text.)

It is in the best interest of Utah Dispute Resolution (UDR) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. UDR's Conflict of Interest Policy is designed to help directors, officers, employees and volunteers to identify situations that present potential conflicts of interest and to provide a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in UDR's operations.

Conflict of Interest Defined

In this policy, a person with a Conflict of Interest is referred to as an "Interested Person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A...volunteer...(or Family Member of...the foregoing) is a party to a contract, or involved in a transaction for goods or services.
- b. A...volunteer, (or a Family Member of...the foregoing) has a Material Financial Interest in a transaction between and an entity in which the...volunteer, or a Family Member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A...volunteer, (or a Family Member of the foregoing) is engaged in some capacity or has a Material Financial Interest in a business or enterprise that competes with UDR.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of UDR. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individual(s) should take so that the best interests of are not compromised by the personal interest(s) of stakeholder(s) in UDR.

Gifts, Gratuities and Entertainment

Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Interested Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of UDR.

Confidentiality

Each...volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of UDR. Furthermore,...volunteers shall not disclose or use information relating to the business of UDR for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

Review of Policy

Upon beginning an association with UDR, each...volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to UDR. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy. It is the responsibility of each...volunteer to complete and submit a revised Conflict of Interest Disclosure Form when changes occur.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between UDR and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict(s) of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

AFFIRMATION OF ACKNOWLEDGEMENT AND DISCLOSURE

I certify under penalty of perjury by my signature below that I have read, understand, and voluntarily agree to the UDR policies listed above and that I have provided complete and correct information in this application. I give Utah Dispute Resolution permission to verify any information provided on this application.

Signature: _____ Date: _____

Return to: Utah Dispute Resolution

Mail: 645 South 200 East Fax: 801-531-0660 Email: info@utahdisputeresolution.org
Salt Lake City, Utah 84111