

# OFFICE OF THE PIMA COUNTY ATTORNEY VOLUNTEER/INTERN APPLICATION FORM

It is a normal part of the Pima County Attorney's Office procedure to reserve the right to make checks as deemed appropriate on the suitability of any new volunteer or intern for the important responsibility of work involving Law Enforcement/Prosecution. It is our policy to treat volunteer and/or interns with the same consideration given to professionals. All information provided by you is *confidential* and will be used solely for the purpose of placement.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR NON PLACEMENT AND/OR DISMISSAL.

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

## BIOGRAPHICAL INFORMATION

Name: \_\_\_\_\_ Birth Month and Day: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell/Other Telephone Number: \_\_\_\_\_

Name of Emergency contact person: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Education: High School Graduate \_\_\_\_\_ G.E.D. \_\_\_\_\_

College Graduate \_\_\_\_\_

Circle last year completed (Freshman/Sophomore/Junior/Senior)

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

( City, State )

Major in School: \_\_\_\_\_ Minor: \_\_\_\_\_

Which of the following apply to you? (Please circle)

Unemployed

Retired

Employed

Part-time/Hours per week \_\_\_\_\_

Houseperson

Student (Full-time/part-time)

If employed, where: \_\_\_\_\_

If a student, what degree are you working toward: \_\_\_\_\_

Special Skills: \_\_\_\_\_

\_\_\_\_\_

What skills are you hoping to gain from volunteering/interning: \_\_\_\_\_

\_\_\_\_\_

Previous or present volunteer experience: \_\_\_\_\_

\_\_\_\_\_

What job (paid or unpaid) have you enjoyed the most and why?

\_\_\_\_\_

\_\_\_\_\_

What job (paid or unpaid) have you enjoyed the least and why?

\_\_\_\_\_

\_\_\_\_\_

What kinds of volunteer jobs are you most interested in at present?

\_\_\_\_\_

\_\_\_\_\_

Describe a perfect supervisor. \_\_\_\_\_

\_\_\_\_\_

Describe a perfect reward for what you do. \_\_\_\_\_

\_\_\_\_\_

List community services, social/fraternal and school organizations that you are presently active or have participated in the past. (Please indicate positions you held in these organizations)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List hobbies and special interests. \_\_\_\_\_  
\_\_\_\_\_

How did you hear about the volunteer program? \_\_\_\_\_

I am interested in volunteering at the Pima County Attorney's Office because \_\_\_\_\_  
\_\_\_\_\_

What is your level of experience with Microsoft programs? (No experience, Beginner, Intermediate, Advanced)

OUTLOOK \_\_\_\_\_ WORD \_\_\_\_\_ EXCEL \_\_\_\_\_

How many days a week are you able to volunteer? (Please circle days preferred)

|                  |         |                        |          |        |          |        |
|------------------|---------|------------------------|----------|--------|----------|--------|
| Monday           | Tuesday | Wednesday              | Thursday | Friday | Saturday | Sunday |
| Hours preferred? |         | 8:30 a.m. - 12:00 noon |          | _____  |          |        |
|                  |         | 12:00 noon - 4:00 p.m. |          | _____  |          |        |
|                  |         | Other                  |          | _____  |          |        |

Any comments you would like to make that would help in our decision to have you volunteer and/or intern with us? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

Please do not write in shaded area, for office use only:

Interviewed: \_\_\_\_\_ Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Reason: \_\_\_\_\_

Assigned to: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Badge Given: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

DB  IL  BD  TY

Total Hours of Volunteer Service: \_\_\_\_\_