



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: _____