

Fulton County District Attorney's Office Internship Application



Fani T. Willis
FANI T. WILLIS
Fulton County District Attorney



THE OFFICE OF THE FULTON COUNTY DISTRICT ATTORNEY
Fani T. Willis

Internship Program Application

Academic Status

Undergrad Graduate Student Law Student 1L 2L 3L

This application for the following term?

Summer Fall Spring Year:

IF NOT TYPING YOUR RESPONSES, PLEASE PRINT CLEARLY AND LEGIBLY.

Personal Information

Name: _____
 First Middle (Maiden Name) Last

Address : _____

Phone: _____ e-mail Address: _____

School: _____ Graduation Date: _____

Are you eligible to work in the United States? Yes No

Are you applying for this position through a school program? Yes No

Will you be receiving any monetary compensation or school credit for this position? Yes No

If receiving compensation or school credit please explain:

**** Please attach any necessary paperwork to support your school credit, school funding or externship program.**



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For Law Student Applicants Only

Do you have your 3rd Year Practice Act Certification? Yes No

Attach a copy of your 3rd Year Practice Act Certification (if applicable).

Are you eligible to apply for a 3rd Year Practice Act Certification? Yes No



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Answer all questions completely and carefully. Attach additional sheets in order to give complete and detailed information, if necessary. The Fulton County Office of The District Attorney is an equal opportunity employer. It is the policy of The Fulton County Office of The District Attorney that applicants for employment are recruited, selected, and hired on the basis of individual merit and ability, with respect to the position to be filled. Applicants are recruited, selected, and hired without discrimination of race, color, creed, religion, ancestry, national origin, age, sex (including gender identity, sexual orientation and pregnancy), genetic information, citizenship, military service, marital status, parental status and disability. Furthermore, personnel procedures and practices with regard to training, transfer, compensation, demotion, layoff or termination are to be administered with due regard to job performance, experience and qualification, but without discrimination.

Have you previously applied, interviewed or worked in any capacity within the office? Yes No
If yes, please provide details and attach a separate sheet if necessary.

Explain why you are interested in employment with The Fulton County District Attorney:



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Background

Background checks of all applicants will be conducted prior to any offer being extended.

Driver's License Information

Do you possess a valid driver's license? Yes No State: _____

Driver's License Number: _____ Expiration Date: _____

Do you have a vehicle? Yes No

Have you ever had your driving privileges suspended, revoked or canceled in any state?
Yes No

Please explain if you checked "yes."

Was your license reinstated? Yes No

If yes, when was it reinstated? _____

Traffic Information

List all traffic convictions for traffic violations for the past 5 years and provide details.

Approximate Date	Conviction	Action Taken



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Criminal Information

The following information is voluntary. Background checks will be completed on all applicants invited to interview. Please note if you choose to complete the criminal information portion and answer yes to any questions below, you must provide comprehensive details and attach a separate sheet if necessary. Failure to provide details may result in removal from consideration. Misrepresentation or omission of facts represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.

Have you ever been convicted of a crime or are you now under charges for any offense against the Law? You may omit: (1) any charges that were dismissed or resulted in acquittal; (2) any conviction that has been set aside, vacated, annulled, expunged, or sealed; (3) any offense that was finally adjudicated in a juvenile court or juvenile delinquency proceeding; and (4) any charges that resulted only in a conviction of a noncriminal offense. All felony and misdemeanor convictions and all convictions in state and federal courts are criminal convictions and must be disclosed, including domestic violence offenses.

Yes No If yes, please provide further details below that include the arrest date and location, all crimes charged, any associated case numbers, any plea agreement or trial information, any resulting sentence and the disposition of the case.

Date of Incident

Police Agency

Crime/s Charged

Case number

Trial Plea Dismissal

Disposition of the Case

Date of Incident

Police Agency



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Crime/s Charged

Case number

Trial Plea Dismissal

Disposition of the Case



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Education

Which school do you attend? _____

Current GPA: _____

List the schools you have attended and provide additional required information.												
	Name and Address of school						Years Completed			Dates Attended		Graduation YES or NO
High School												
Colleges or Universities												
Law/Graduate School												
List other formal and special training courses that may be relevant to this position.												
List any foreign languages you speak and indicate your proficiency by placing an "X" in the appropriate space.												
Language	Reading			Speaking			Understanding			Writing		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair
Indicate special computer skills or programs you may be proficient in.												



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References	
List the names of two adults not related to you, who have known you for a period of at least 2 years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.	
1. Name:	Phone #:
Relationship:	
2. Name:	Phone#:
Relationship:	

The following information is optional and in no way affects your employment opportunities. This information is in compliance with the U.S. Equal Employment Opportunity Commission and will only be used for statistical purposes:

Sex: Female Male

Racial or Ethnic Classification:

- White
 Black or African American
 American Indian or Alaska Native
 Asian
 Native Hawaiian or Other Pacific Islander
 Hispanic or Latino
 Other: _____

List the days and hours you will be available to work between the hours of 8:00AM – 5:00PM.

Day	Start	End
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday*		
Sunday*		



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PLACEMENT

For informational purposes only, please rank your preference for assignments below. Use 1-5, with 1 being your first choice.

<i>Division of Interest (Please list from 1 to 5 with 1 being the preferred placement)</i>			
<input type="checkbox"/> Cold & Capitol	<input type="checkbox"/> Major Case	<input type="checkbox"/> Gangs	<input type="checkbox"/> White Collar
<input type="checkbox"/> Civil	<input type="checkbox"/> Crimes Against Children	<input type="checkbox"/> Special Victims	<input type="checkbox"/> Trial

<input type="checkbox"/> Sex Crimes	<input type="checkbox"/> Human Trafficking	<input type="checkbox"/> Conviction Integrity	<input type="checkbox"/> Animal Cruelty
<input type="checkbox"/> Elder Abuse	<input type="checkbox"/> Sexual Assault Kit	<input type="checkbox"/> Juvenile Court	<input type="checkbox"/> Complex

<input type="checkbox"/> Case Intake	<input type="checkbox"/> Victim Witness Adv	<input type="checkbox"/> Programs	<input type="checkbox"/> Investigative
<input type="checkbox"/> Media	<input type="checkbox"/> Graphics	<input type="checkbox"/> Information Tech	<input type="checkbox"/> Domestic Violence



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Release Form

Please read the following carefully before signing it as it contains terms and conditions that affect your application and potential employment.

1. **VERIFICATION:** I verify that all information I have provided both orally and in documentary form in connection with my application for a position with The Fulton County Office of The District Attorney is true and accurate. I understand that any false or misleading information I furnish in connection with my application for employment may cause my application to be rejected, any contingent offer of employment to be rescinded, or if already employed immediate termination, regardless of when discovered.
2. **AUTHORIZATION and RELEASE:** I authorize The Fulton County Office of The District Attorney to conduct a complete and thorough investigation of my qualifications for employment including a security check. I release any and all persons and parties connected with any investigation from any and all claims or damages arising from the furnishing of information. I further understand that my offer of employment and actual employment is contingent upon satisfactory results of such investigations. I further agree to provide my date of birth and social security number for the sole purpose of conducting background checks.
3. **EMPLOYMENT-AT-WILL:** I understand and agree that my employment is terminable at will. Both The Fulton County Office of The District Attorney and I remain free to end our work relationship at any time and for any reason. Further, I understand that nothing in any policies, manuals or similar documents creates an expressed or implied contract of employment.

PRINT NAME

SIGNATURE

DATE OF BIRTH

SOCIAL SECURITY NUMBER

DL NUMBER/ISSUING STATE

DATE



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Completed Application Checklist

- _____ Application
- _____ Signed Release Form
- _____ Official or /Un-Official Transcript
(Self-prepared transcripts will not be accepted)
- _____ Resume
- _____ 1 Letter of Recommendation
(If more than three are received, only the first three will be considered)
- _____ Completed Application
- _____ 3rd Year Practice Certificate
(This does not apply for undergraduate, graduate, 1L, or 2L students)

Please return your completed application via email to
Intern.FCDA@fultoncountyga.gov

Please note incomplete applications will not be considered.