



## VOLUNTEER APPLICATION

Our goal is to provide law school students with the opportunity to experience the practice of law in a local government setting. The CAO values diverse perspectives and life experiences, and all qualified applicants will be considered. We encourage people of all backgrounds to apply and are particularly interested in candidates traditionally underrepresented in the legal profession. For the purposes of this application, "Volunteer" refers to an intern, extern, Rule 9, or volunteer attorney.

**Name:** \_\_\_\_\_

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

**Preferred Phone:** \_\_\_\_\_ **Best Time(s) to Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Law School:** \_\_\_\_\_

**Graduation Year (past or expected):** \_\_\_\_\_

**Additional Training, if any:** \_\_\_\_\_

**Additional Languages, if any:** \_\_\_\_\_

**Career Goals:** \_\_\_\_\_

**Expected Start Date:** \_\_\_\_\_ **Expected End Date:** \_\_\_\_\_

**Civil Division Participating Sections. Check all to which you wish to apply.**

*It is our goal to match your interests and skills with the needs of this office. However, specific tasks will be assigned at the discretion of the supervisor.*

- |  |   |
|--|---|
| <input type="checkbox"/> Civil Enforcement                   | <input type="checkbox"/> Government Affairs |
| <input type="checkbox"/> Constitutional & Complex Litigation | <input type="checkbox"/> Land Use           |
| <input type="checkbox"/> Contracts-Utilities                 | <input type="checkbox"/> Torts              |
| <input type="checkbox"/> Employment                          |   |

General business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Volunteers must be available a minimum of 14-20 hours per week, depending on the section. Indicate which hours you are available to volunteer:

**Monday** \_\_\_\_\_ **Tuesday** \_\_\_\_\_

**Wednesday** \_\_\_\_\_ **Thursday** \_\_\_\_\_

**SEATTLE CITY ATTORNEY'S OFFICE  
VOLUNTEER APPLICATION**

Friday \_\_\_\_\_ Total Hours per Week \_\_\_\_\_

Why are you interested in volunteering in the Civil Division? \_\_\_\_\_

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How did you learn of this opportunity? \_\_\_\_\_

Have you ever been convicted of a crime (Yes or No)? \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

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

**Complete the following if you expect to receive school credit for your volunteer time.**

Professor or Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please include these materials with your application:**

1. Letter of interest, including experience in diversity, equity, and inclusion;
2. Resume emphasizing relevant coursework in the section(s) of interest;
3. List of three professional references with contact information;
4. Writing sample; and
5. Law school transcript, if available.

*If applying for a position in the Employment section, Items 4 and 5 are optional. We are unable to process incomplete applications.*

**Submit completed application with additional materials via email, fax, or mail to:**

Seattle City Attorney's Office  
Attn: Belen Johnson  
701 Fifth Ave., Suite 2050  
Seattle, WA 98104-7097  
[Belen.Johnson@seattle.gov](mailto:Belen.Johnson@seattle.gov)

(206) 684-8284 Fax