



**Seattle**  
**City Attorney's Office**

Ann Davison, City Attorney

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**Criminal Division**  
**Volunteer/Externship/Internship Application**

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

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

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

School: \_\_\_\_\_ Major: \_\_\_\_\_

Emergency Contact Name & Phone: \_\_\_\_\_

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Education:

**Completed**

High School / GED

Vocational / Business School

College

Graduate School

Law School

**Currently Enrolled**

College

Year (Fr | So | Jr | Sr)

Graduate School

Law School

Year (1L | 2L | 3L)

Vocational / Business School

Additional Training: \_\_\_\_\_

Languages Spoken Fluently: \_\_\_\_\_

Volunteer Experience:

Please state your career goals:

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The Criminal Division may have opportunities available in the following areas. Please check your areas of interest.

Domestic Violence Unit Victim Advocate

Paralegal

Mainstream Victim Advocate

Rule 9 Internship  
(3<sup>rd</sup> year law school / JD students)

Research and Statistical Reports

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

Why are you interested in volunteering in the Criminal Division?

Describe your knowledge of, or experience with, the criminal justice system.

Have you ever been convicted of a crime? (Y/N)      If yes, when and where?

How did you learn of this opportunity?

**Complete the following if you are expecting to receive course credit:**

*Professor or contact person:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Course or Major:* \_\_\_\_\_

The office is open between the hours of 8:00am to 5:00pm Monday through Friday. Please indicate when you are available.

Days:            Monday            Tuesday            Wednesday            Thursday            Friday

*Example*  
*8 to 5*

Total number of hours you are available per week: \_\_\_\_\_

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

You will need to attach the following to your application.

**We are unable to process incomplete applications.**

1. Current resume
2. List of three professional references with contact information

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

**Please email your completed application materials to:**

Seattle City Attorney's Office  
Human Resource Department

Phone: (206) 684-8200  
Fax: (206) 684-8284  
Email: Law\_HR@seattle.gov

Subject Line: Criminal Division Volunteer/ Externship /Internship Application