

CALIFORNIA LAWYERS *for the* ARTS

INTERN / VOLUNTEER APPLICATION

FOR OFFICE USE ONLY

1st Call: ___ / ___ / ___

2nd Call: ___ / ___ / ___

Call Notes:

Date of Application: _____, 20____

PERSONAL HISTORY

Name: _____
Present Address: _____ City: _____ State: _____ Zip: _____
Permanent Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Referred by: _____
Alt. Phone Number: _____ email: _____

EMPLOYMENT DESIRED

Position Desired: Intern/Extern Volunteer Date you can start: _____
Are you employed? _____ If so, may we contact your present employer? _____
Have you ever applied to C.L.A. before? Yes No

EDUCATION HISTORY

Elementary School: _____ Years attended: _____ Did you graduate? _____
High School: _____ Years attended: _____ Did you graduate? _____
College: _____ Years attended: _____ Did you graduate? _____
Graduate/Law School: _____ Years attended: _____ Did you graduate? _____
Other School: _____ Years attended: _____ Did you graduate? _____
If a law student please indicate your year of study: 1L 2L 3L LLM Other: _____

FORMER EMPLOYERS

From-to: _____ Name & Address of Employer: _____
Salary: _____ Position: _____ Reason Left: _____

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Salary: _____ Position: _____ Reason Left: _____

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Salary: _____ Position: _____ Reason Left: _____

From-to: _____ Name & Address of Employer: _____
Salary: _____ Position: _____ Reason Left: _____

REFERENCES

1. Name: _____ Phone Number: _____
 Address: _____ Years Known: _____

2. Name: _____ Phone Number: _____
 Address: _____ Years Known: _____

3. Name: _____ Phone Number: _____
 Address: _____ Years Known: _____

4. Name: _____ Phone Number: _____
 Address: _____ Years Known: _____

AVAILABILITY

I am available to work on the following days and times: [IMPORTANT: Please indicate SPECIFIC TIME AVAILABILITY for each day below]
 Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____
 If a law student—during which quarter(s) are you seeking work with C.L.A.? Winter Spring Summer Fall
 I am not available during these specific times of the year (provide reason(s) for unavailability): _____

SKILL-SET (Please check appropriate boxes for coursework actually taken and completed in law school as well as other skill-set proficiencies)

Copyright Law Trademark Law Other IP Law (specify) _____
 Excel Use of Databases Word Processing Phone Receptionist Cash + Credit Card Processing Customer Service

AUTHORIZATION

I certify that the information contained in this application is true and complete. I understand that any misstatement, omission, falsification, or misrepresentation of fact in this application may disqualify me from consideration for an internship or volunteer position, or, if I am selected, may result in disciplinary action up to and including discharge from the internship or volunteer position. I authorize California Lawyers for the Arts, in order to evaluate my application, to contact any or all of my previous employers, references, and educational institutions, and otherwise to investigate my suitability for employment, character, general reputation, personal characteristics, work habits, skills, and abilities. I understand that California Lawyers for the Arts may conduct a criminal background check in connection with its consideration of me for an internship or volunteer position. I understand that the results of any investigation of me may be disclosed to California Lawyers for the Arts personnel involved in the hiring decision, and I consent to such disclosure. I acknowledge and agree that this internship/volunteer application is not a contract or legal guarantee of regular employment. If selected by California Lawyers for the Arts as an intern or volunteer, I understand that any such work is at will, is not for any specific term, and may and can be terminated at any time, with or without advance notice, and with or without cause, at the option of California Lawyers for the Arts or myself. No employee of California Lawyers for the Arts has the authority to enter into any agreement with me for employment for a specified period of time, or to make any statement contrary to the provisions outlined above. If selected as an intern or volunteer, I agree to comply with all rules, regulations, and operating procedures established by California Lawyers for the Arts. I acknowledge I have read and fully understand the above statements and conditions of selection as an intern or volunteer for California Lawyers for the Arts.

Signature of Applicant _____ Date: _____, 20____
 Interviewed by: _____ Date: _____, 20____

————— DO NOT WRITE BELOW THIS LINE —————

Neatness: _____ Character: _____ Personality: _____ Skill-Set: _____ Selected as an Intern: _____
 Remarks: _____

