

# CALIFORNIA LAWYERS *for the* ARTS

## INTERN / VOLUNTEER APPLICATION

### FOR OFFICE USE ONLY

1<sup>st</sup> Call: \_\_\_/\_\_\_/\_\_\_

2<sup>nd</sup> Call: \_\_\_/\_\_\_/\_\_\_

Call Notes:

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