

DENVER DISTRICT ATTORNEY'S OFFICE INTERN/VOLUNTEER APPLICATION

Please email this completed application, a copy of your resume, and list of three professional references to Meghan.Patrick@DenverDA.org. Applications missing a resume and/or references may not be considered.

Full Name: _____

Home Address: _____

City: _____ Zip Code: _____ State: _____

Email Address: _____

Phone Number: _____

PROGRAM INFORMATION

Current School & Program: _____

Expected Graduation/program completion date: _____

For law school students, please indicate your current year: ☐ 1L ☐ 2L ☐ 3L

What Unpaid/For-Credit position(s) are you applying for? ***Selections below do not guarantee placement or assignment.***

☐ District Court Unit

☐ County Court Unit

☐ Specialty Unit

☐ Victim Advocacy Training

☐ Paralegal Training

☐ Investigator Training

☐ General Administrative Support

☐ Community Engagement

☐ No preference

☐ Other: _____

Briefly describe your interest in this internship program. (400 Character Limit)



Please enter your projected time of availability for each day of the week. The District Attorney's Office hours are Monday through Friday, from 8 am to 5 pm.

Days & times you are available:

Monday	-	to -
Tuesday	-	to -
Wednesday	-	to -
Thursday	-	to -
Friday	-	to -

What time frame are you looking to intern? ☐ Fall ☐ Spring ☐ Summer ☐ Any

The internship requires a minimum commitment of 32 hours over four months to ensure a valuable learning experience. Are you willing and able to dedicate this amount of time to the program?

☐ Yes ☐ No

How did you learn about the internship opportunity at DDAO? Checkmark any of the selections.

- | | |
|--|---|
| ☐ Denver District Attorney Website | ☐ College or University Instructor/Advisor |
| ☐ Denver District Attorney Presentation/Event | ☐ Other: _____ |
| ☐ College or University Event | ☐ Referral by : _____ |

Do you know someone who currently works or interns in the office OR who has worked/interned in the office?

☐ Yes ☐ No

If yes, please list here: _____

Are you currently a defendant, witness, or victim in any criminal or civil case? ☐ Yes ☐ No

Have you ever been terminated or asked to resign from a position in the last 5 years? ☐ Yes ☐ No

If yes, please explain:



AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the Denver District Attorney's Office, along with the law enforcement departments, to conduct whatever background search that may be deemed appropriate. This information is necessary to assist in determining my qualifications and suitability for the position I am seeking with the Denver District Attorney's Office.

I fully understand the information you collect may be of a sensitive, confidential, and privileged nature, and may reflect upon my suitability. I hereby release the Denver District Attorney's Office from the liability and damage which may result from the exchange of requested information between law enforcement departments and the Denver District Attorney's Office.

Signature

Date



PRE-EMPLOYMENT BACKGROUND INVESTIGATION

I authorize any employee or representative of the Denver District Attorney's Office to search N-DEX to obtain information regarding my qualifications and fitness to serve as an Intern. I understand that N-DEX is an electronic repository of information from federal, state, local, tribal, and regional criminal justice entities. This national information sharing system permits users to search and analyze data from the entire criminal justice cycle, including crime incident and investigation reports; arrest, booking, and incarceration reports; and probation and parole information. This release is executed with full knowledge, understanding, and consent that any information discovered in N-DEX may be used for the official purpose of conducting a complete employment background investigation.

I also understand that any information found in N-DEX will not be disclosed to any other person or agency unless authorized and consistent with applicable law. I release the Denver District Attorney's Office from any liability or damage that may result from the use of information obtained from N-DEX.

Furthermore, I understand that the background investigation will include inquiries pertaining to my employment, education and criminal history, and any information relevant to my character and reputation. I am aware that my fingerprints will be submitted to the Federal Bureau of Investigation (FBI) for a criminal records check. If I disagree with the results provided by the FBI, it is my responsibility to change, correct or update the FBI Identification Record as set forth in Title 28, C.F.R., Section 16.34.

By signing this form, I am acknowledging that I have received notice and have provided consent for the Denver District Attorney's Office to use this information to conduct such a background investigation, which may include the searching of N-DEX, criminal justice databases, private databases and public databases.

Date of Birth: _____ SSN #: _____

Place of Birth: _____

Other Names Used (if any): _____

Former State(s) of Residency (if applicable): _____

Driver's License Number & State of Issuance: _____

Signature

Date

Printed Name

