COUNTY OF SAN BERNARDINO
Office of the District Attorney

MICHAEL A. RAMOS
DISTRICT ATTORNEY

APPLICATION PACKAGE

LAW INTERN PROGRAM

If you are interested in becoming a Volunteer Law Intern at the San Bernardino County District Attorney's Office, please complete this application and mail the original back to:

San Bernardino County District's Attorney's Office
412 W. Hospitality Lane, First floor
San Bernardino, CA 92415-0042

Attn: Policy & Staff Development Unit

All applicants are subject to a criminal background check.

Please allow at least four weeks for processing of the application. If you have any questions, you may e-mail the Policy & Staff Development Unit at:

training@sbcda.org

COUNTY OF SAN BERNARDINO
Office of the District Attorney

MICHAEL A. RAMOS
DISTRICT ATTORNEY

LAW INTERN APPLICATION

I am applying for the following position(s): ☐ Law Intern – General ☐ Law Intern – Appellate Services Unit ☐ Law Intern – Volunteer Attorney	I am applying for: ☐ Spring 20_____ ☐ Summer 20 _____ ☐ Fall 20 _____

CONTACT INFORMATION

Date:		
Name:		
Address:		
City:	State:	Zip:
Home Phone: ( )	Cell Phone: ( )	
E-mail address:		

EDUCATION

College (Name):	
Year Graduated:	Degree Obtained:
Law School (Name):	Have you graduated? Yes ☐ No ☐
If not, which year are you in: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th (if applicable)	
Have you had any of the following classes: ☐ Criminal Law ☐ Criminal Procedure ☐ Evidence	☐ Legal Research & Writing ☐ Mock Trial ☐ Civil Procedure
With which of the following research tools are you familiar: ☐ Westlaw ☐ Lexis	
Are you an attorney? ☐ Yes ☐ No	If so, which state are you licensed in?

AVAILABILITY

Start date:	End date:
Days of the week available:	Hours available:
Which office(s) are you interested in: ☐ Barstow ☐ Chino ☐ Fontana ☐ Morongo	☐ Rancho Cucamonga ☐ San Bernardino ☐ San Bernardino – Appellate Services Unit ☐ Victorville
Are you interested in becoming a Certified Law Intern? ☐ Yes ☐ No (See http://calbar.ca.gov, Practical Training of Law Students Program, for qualifications/information.)	
Due to the sensitive nature of the work in the District Attorney's Office, a background check will be required. Do you have any objection? ☐ Yes ☐ No	

Please submit a cover letter, a resume and a writing sample with this application.

COUNTY OF SAN BERNARDINO
Office of the District Attorney

MICHAEL A. RAMOS
DISTRICT ATTORNEY

FINAL STATUS

☐ **Approved**
☐ **Denied**

By: _____

Date: _____

SEND RESULTS TO:

_____

Phone#: _____

AUTHORITY TO RELEASE PERSONAL INFORMATION

I fully recognize that the San Bernardino County District Attorney's Office ("SBDA") will inquire into all areas of my background, which may affect my suitability to be employed by a law enforcement agency. I hereby authorize SBDA to investigate my past record and to obtain any and all information concerning my record or character from present and past employers, personal references, and all persons from whom SBDA determines to have relevant information. Moreover, I hereby exonerate, release and discharge such persons or entities, its officers, agents and assigns, from any liability or damages, whether in law or in equity, now and in the future, for furnishing the information requested by SBDA.

NAME: _____
Last First Middle

MAIDEN OR PRIOR NAMES: _____

HOME ADDRESS: _____
No. Street Apt. #

_____
City State Zip

TIME AT THIS ADDRESS: _____ years _____ months

HOME TELEPHONE NUMBER ( ) _____

SOCIAL SECURITY NUMBER: _____

DRIVERS LICENSE NUMBER & EXPIRATION: _____

DATE OF BIRTH: _____ / _____ / _____ BIRTHPLACE: _____
Mo. Day Yr. City State

POSITION APPLYING FOR: _____

CURRENT EMPLOYER: _____
ADDRESS: _____
IMMEDIATE SUPERVISOR: _____ TELEPHONE: ( )
DATE OF EMPLOYMENT: _____

PAST EMPLOYER: _____
ADDRESS: _____
IMMEDIATE SUPERVISOR: _____ TELEPHONE: ( )
DATE OF EMPLOYMENT: _____

Have you ever been arrested or convicted of any criminal offense (whether adult or juvenile, sealed or expunged)? ☐ Yes ☐ No
If yes, list offense, date and court of jurisdiction: _____
Explain the circumstances: _____
_____

Please list all previous addresses you've had for the last ten years.

Date From / Date To	Street	City	County	State

I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statement of material facts will subject me to disqualification or dismissal. I also understand that my work with the District Attorney's Office is contingent upon successful completion of this background investigation. I further understand that I will not be provided, nor am I entitled to an original or a copy of the background information provided as a part of this background investigation.

Signature: _____ Date: _____

Witness: _____ Date: _____

INVESTIGATION RESULTS

CNI	DMV	CII

COUNTY OF SAN BERNARDINO
Office of the District Attorney

MICHAEL A. RAMOS
DISTRICT ATTORNEY

VOLUNTEER / LAW INTERN AGREEMENT

1. I understand that I will not be paid for providing services as a volunteer/law intern.

2. I agree not to divulge any information obtained in the course of volunteer/law intern work to unauthorized persons. I understand unauthorized release of confidential information may make me subject to a civil action under the provisions of the Welfare and Institutions Code.

3. If I am injured while performing as a volunteer/law intern, I must immediately report the injury to my supervisor.

4. I understand as a volunteer/law intern I will be covered through the County's self-insurance program for public liability losses while performing volunteer work.

5. I understand as a volunteer/law intern I shall be deemed an employee of the County for Worker's Compensation purposes only while performing volunteer work, unless I am an unpaid student law intern from an accredited college or university.

6. I understand that I must have a valid California Driver's License and carry the State's minimum vehicle liability and property damage insurance for my personal vehicle if my volunteer/law intern services involve travel on County business.

7. I agree to follow all County policies and practices regarding conduct and ethics, which apply to County employees.

8. I understand I am an at-will volunteer/law intern and my services may be terminated at any time without cause and without right to appeal.

I have read this agreement. I understand and agree to abide by all terms listed above.

_____ _____
Volunteer/Law Intern Name (Print) Date

_____
Volunteer/Law Intern Name (Signature)

_____ _____
Volunteer/Law Intern Coordinator Name (Print and Sign) Date

COUNTY OF SAN BERNARDINO
Office of the District Attorney

MICHAEL A. RAMOS
DISTRICT ATTORNEY

CONFIDENTIALITY & WORK ETHICS AGREEMENT

The District Attorney's Office is responsible for the prosecution of criminal cases. Like the permanent San Bernardino County District Attorney staff, as a volunteer worker, you have an obligation to the public we serve to maintain the highest ethical standards in both personal and official conduct.

CONFIDENTIAL INFORMATION:

During your assignment as a volunteer, you may become privy to sensitive and/or confidential information. Remember that official business of the District Attorney's Office is confidential. Do not discuss or give official information to anyone other than those persons for whom the material is intended as directed by your supervisor or as required by law. Disclosure of certain sensitive and/or confidential information may subject you to liability and/or prosecution.

IDENTIFICATION:

You will be issued an identification card that will authorize you to enter the District Attorney's Office facilities. You will be held personally responsible for this identification. Please report if it is lost, immediately to your supervisor. Misuse of official identification is a violation of the law.

SAFETY POLICY:

The District Attorney's Office regards the personnel of this office as its most valuable asset. The reduction of on-the-job injuries and damage to county property is an essential part of an efficient operation. The practice of safety and the prevention of accidents shall be the responsibility of all members of the District Attorney's Office. If you are injured on the job, please report the injuries immediately to your supervisor.

TIMECARDS:

The District Attorney's Office is required to record and maintain the number of volunteer hours worked. Your supervisor will provide you with the appropriate form to complete so that your total hours worked may be submitted on a monthly basis to your supervisor. The hours will then be forwarded to the program manager after the last working day of the month. The District Attorney reserves the right to terminate your volunteer work without cause.

COUNTY OF SAN BERNARDINO
Office of the District Attorney

MICHAEL A. RAMOS
DISTRICT ATTORNEY

CONFIDENTIALITY & WORK ETHICS AGREEMENT (Page 2)

WORK ETHICS:

As a volunteer at the District Attorney's Office, you are expected to report to work in a timely manner and call in promptly to the appropriate supervisor when you are not able to report to work. You are to check in with your supervisor for daily work assignments, unless otherwise instructed. Work assignments may be interrupted and you may be given a new assignment when a priority task needs to be completed. Work assignments are expected to be completed in a timely manner. Report any concerns to the appropriate supervisor.

APPEARANCE & BEHAVIOR:

Clean business casual clothing and comfortable shoes are permitted, unless going to court or instructed otherwise. IF you will be making a court appearance, you must adhere to the San Bernardino County District Attorney dress code for attorneys. Leave assigned work areas clean before leaving for the day. Treat others professionally and respectfully.

I have read this agreement. I understand and agree to abide by all terms listed above.

_____ _____
Volunteer/Law Intern Name (Print) Date

_____
Volunteer/Law Intern Name (Signature)

_____ _____
Volunteer/Law Intern Coordinator Name (Print and Sign) Date

Thank you for your interest in the San Bernardino County District Attorney's Office. With the effort of dedicated volunteers like you, our office will continue to enjoy its image of public trust and professionalism!