

Communication interns compile articles from news organizations, prepare press releases and media advisories, assist with responses to press inquiries, help with special projects and research on a wide range of statewide issues for communications and executive staff members, and assist in the preparation for press conferences which includes creation of background materials for media and general support. Communication interns work under the supervision of the Director of Communications.

Please provide a brief statement as to why you want to intern with the Nevada Attorney General's Office:

Please check all skills and abilities that apply to you:

- Microsoft Outlook
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Publisher
- AP Style format
- Facebook
- Twitter
- Bilingual (_____ language)
- Typing (_____ WPM)

SECTION 3: APPLICANT SCHOOL INFORMATION

Name of Undergraduate/Graduate/Law School: _____

Class Year: _____

Current Student Status: Full-Time Student Part-Time Student N/A

Are you seeking academic credit for your Internship/Externship: Yes No

Internship Program Contact (first/last name and title): _____

SECTION 4: APPLICANT EMPLOYMENT HISTORY

Work Experience

Please list any work experience, whether volunteer or paid, for the past five years starting with the most recent. If you need additional space, an attachment page may be used.

Employer _____

From ____/____/____ To ____/____/____ Hour Worked Per Week _____

Supervisor: _____ Supervisor's Phone Number: _____

Job Duties:

Employer _____

From ____/____/____ To ____/____/____ Hour Worked Per Week _____

Supervisor: _____ Supervisor's Phone Number: _____

Job Duties:

Employer _____

From ____/____/____ To ____/____/____ Hour Worked Per Week _____

Supervisor: _____ Supervisor's Phone Number: _____

Job Duties:

SECTION 5: INTERNSHIP INFORMATION

Applications for the Fall (September-December), Spring (January-May), Summer (June-August) semesters are accepted on a rolling basis.

Date available to begin internship: _____

How many hours per week would you be available to intern: _____

Proposed work schedule:

_____ Monday	Start time	_____	End time	_____
_____ Tuesday	Start time	_____	End time	_____
_____ Wednesday	Start time	_____	End time	_____
_____ Thursday	Start time	_____	End time	_____
_____ Friday	Start time	_____	End time	_____

SECTION 6: RULES OF CONDUCT AND CONFLICT OF INTEREST

- As an intern, the Nevada Attorney General’s Office understands that you may work or have previously worked in different roles outside of this office. Students who now work or have previously worked at a law firm, business, non-profit organization or other state agency must be especially sensitive to actual, apparent or perceived conflicts of interests involving diverse and sometimes conflicting roles. Please bring any concerns about actual or perceived conflicts to the immediate attention to our office. Any outside employment or volunteer work must be reported to our office so that a determination may be made as to whether any real or perceived conflicts exist.
- Internships with the Nevada Attorney General’s office are contingent upon successful completion of FBI background check, National Crime Information Center background check, National Crime Information Justice System background check and a fingerprint criminal history check. Candidates for all intern positions must have a satisfactory criminal background check. Anything other than routine traffic violations may preclude you from obtaining an internship with the Office.

SECTION 6: APPLICANT CERTIFICATION

Required: By signing my name on the signature line below, I am certifying that the statements made by me on this application form and attachments (if any), are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal. I hereby certify that I am a United States citizen or legally authorized to work in the U.S. All statements made on this application, including employment information, are subject to verification as a condition of interning with the Nevada Attorney’s General Office.

Applicant signature: _____ **Date:** _____

Email or Fax your application, resume, and any writing samples to the following:

For Internships in Carson City, Las Vegas and Reno:

Gina Long
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Las Vegas, NV 89101
Telephone: 702.486.0831
Fax: 702.486.3768
Email: glong@ag.nv.gov