



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

Application for Internship with the Nevada Attorney General's Office

Thank you for your interest in an internship with the Nevada Attorney General's Office. Please fill out the following application and submit with your resume and a writing sample as well as any specific information mentioned on our Internship Page. We look forward to reviewing your application and will contact you following its review.

SECTION 1: APPLICANT INFORMATION

Last Name First Name MI

Mailing Address (PO Box # or house number and street) Apt #

City State Zip Code

Cellular Phone Home Phone

Email Address

What is the best form of contact? Phone _____ Mail _____ Email _____

Skills & Abilities (check the appropriate areas)

Computer Knowledge:	Legal Knowledge:	General:
☐ Microsoft Outlook	☐ Writing	☐ Public Speaking
☐ Microsoft Excel	☐ Legal Research	☐ Bilingual (____ language)
☐ Microsoft Word	☐ Briefs	☐ Typing (____ WPM)
☐ Microsoft PowerPoint	☐ Draft Pleadings	☐ Knowledge of social networking sites
☐ HTML		☐ Internet Research

____ Photoshop	____ Photography
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SECTION 2: APPLICANT SCHOOL INFORMATION

Name of College or University: _____

Check One: ☐ Law Student ☐ Graduate Student ☐ Paralegal ☐ Undergraduate ☐ N/ACurrent Student Status: ☐ Full-Time Student ☐ Part-Time Student ☐ N/A

Class Year: _____ Estimated Graduation Date: _____

Major: _____ Minor (if applicable): _____

Are you seeking academic credit for your Internship: ☐ Yes ☐ No

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

Contact's Phone Number: _____

Contact's Phone Email: _____

Is outside funding (such as a grant, stipend, or work study) available? If so, please indicate the appropriate contact person or office. _____

SECTION 3: APPLICANT VOLUNTEER AND EMPLOYMENT HISTORY

Please list all past and present volunteer activities and employment. Use a separate sheet of paper if necessary, and attach to the end of this application.

Name of Organization or Employer _____

Dates of Involvement _____

Address _____

Telephone Number _____

Supervisor: _____

Duties: _____

Name of Organization or Employer _____

Dates of involvement _____

Address _____

Telephone Number _____

Supervisor: _____

Duties: _____

Name of Organization or Employer _____

Dates of involvement _____

Address _____

Telephone Number _____

Supervisor: _____

Duties: _____

SECTION 4: INTERNSHIP INFORMATION

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

Desired Internship (check all that apply): ☐ Fall ☐ Spring ☐ Summer

Date available to begin internship: _____

How many hours per week would you be available to intern (min. of 25 hours per wk. and max. of 40 hours per wk.): _____

Proposed work schedule:

(Office hours are Monday through Friday from 8AM-5PM PT)

_____ 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	_____

Desired Internship of Interest (select all that apply, and rank them in decreasing order of importance, with 1 being the most important):

- ☐ Administration ☐ Communications (Las Vegas Only)
☐ Legal ☐ Information Technology (Las Vegas Only)

Legal Department of Interest (for Legal Interns Only; select all that apply, and rank them in decreasing order of importance, with 1 being the most important):

- ☐ Consumer Protection (utilities, civil fraud)
☐ Criminal Justice (mortgage fraud, special prosecution, Medicaid, missing children, tri-county prosecution, workers compensation/insurance fraud)
☐ Governmental Affairs (gaming, transportation, business/taxation, government/natural resources, boards/licensing, health /human services)
☐ Litigation (personnel, public safety, appellate)

SECTION 5: RULES OF CONDUCT AND CONFLICT OF INTEREST

- Legal interns who wish to appear in court must meet the requirements of Nevada Supreme Court Rule 49.5.
- 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 or typing 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:** _____

Note: A typed name will substitute for a handwritten signature.

Email your application, resume, a writing sample, and any additional supporting materials to the following:

<u>For internships in Las Vegas:</u>	<u>For internships in Carson City and Reno:</u>
Kathy Luna Office of the Attorney General 555 E. Washington Ave. Suite 3900 Las Vegas, NV 89191 Telephone: 702-486-3156 Fax: 702-486-3416 Email: KLuna@ag.nv.gov	Judy Fishburn Office of the Attorney General 100 N. Carson St. Carson City, NV 89701 Telephone: 775-684-1132 Fax: 775-684-1108 Email: JFishburn@ag.nv.gov