



Ricardo García
Public Defender

The Law Offices of the Los Angeles County Public Defender

Volunteer Internship Application

Volunteer Applicant Information

Name: _____ Age: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: (Home) _____ (Cell) _____ (Work) _____

E-mail Address: _____ Date of Birth: ____/____/____
MM / DD / YYYY

Volunteer Information/Special Interests/Training

Have you volunteered for us before? Yes No

If yes, where? _____ When? _____

Summarize special skills and qualifications you have acquired from employment, previous volunteer experience, or through other activities.

Please tell us the programs or activities in which you would like to volunteer: _____

Schedule Preference/Availability

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times Available: _____

Do you speak and/or write any languages other than English? Yes No

If yes, please describe: _____

How did you hear about volunteering with the Public Defender's Office? _____

Are you related to a current employee of the Los Angeles County Public Defender's Office?

Yes, please complete (below)

No

Name	Title	Location	Relationship to Applicant
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Emergency Contact

Please provide the name, contact information and relationship to you of at least one person which we may contact in case of an emergency.

Name	Phone	Relationship to Applicant
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Agreement

I understand and agree that submitting this application does not automatically ensure my acceptance in the Los Angeles County Public Defender's Office Volunteer Internship. There may be certain qualifications I must meet, including the acceptance of established volunteer internship policies and procedures and training before I begin volunteering.

By submitting this application, I attest that the information I have provided on this document is true and accurate. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in either the suspension of service or my immediate dismissal. **I further agree to participate in a comprehensive background check conducted by the Public Defender's Office.**

Volunteer Applicant Name (Print): _____

Volunteer Applicant Signature: _____ Date: _____

The Live-Scan process is done in accordance with the laws and procedures set forth by the California Department of Justice and the Federal Bureau of Investigations. All Live-Scanning must be done at Los Angeles County Public Defender's Office Headquarters or a location designated by the Department. Some applicants may have recently gone through the Live-Scan process for another reason at another location. Unfortunately, according to the Department of Justice, these procedures completed outside of Los Angeles County Public Defender's Office, DO NOT satisfy the requirements needed. Live Scans must be submitted with the information provided by the Los Angeles County Public Defender's Office in order to be valid. For further information, or questions, on the Live-Scan process, you may contact the Volunteer Internship Coordinator at personnel@pubdef.lacounty.gov.

All volunteers must comply with "employment" procedures of both the Department of Human Resources and the Los Angeles County Public Defender's Office. A criminal record does not automatically disqualify a volunteer from a work assignment. The nature of the offense and type of work in which the volunteer will be engaged will be taken into consideration before a decision is made. The Volunteer Internship Coordinator of the Los Angeles County Public Defender's Office will review all criminal records to establish the eligibility of the applicant.

Questions about our Volunteer Internship?

The Law Offices of the Los Angeles County Public Defender
210 W. Temple Street, 19th Floor, Los Angeles, CA 90012

Office: (213) 974-2821

Fax: (213) 633-5032

Email: personnel@pubdef.lacounty.gov

Reviewed by HR: _____ Date: _____