



## FULTON COUNTY DISTRICT ATTORNEY'S OFFICE

# INTERNSHIP & STUDENT VOLUNTEER PACKET

### ABOUT OUR OFFICE

The Office of the Fulton County District Attorney is the largest and busiest prosecutor's office in the state of Georgia. The office is led by Fani T. Willis, the first woman District Attorney for Fulton County.

Send Information in PDF format to:  
[intern.fcda@fultoncountyga.gov](mailto:intern.fcda@fultoncountyga.gov)

### STUDENT INTERNSHIP OR VOLUNTEER (UNPAID) ACCEPTING APPLICATIONS

- ✔ Complete Application
- ✔ Cover Letter
- ✔ Resume
- ✔ Official Transcript
- ✔ 1 Letter of Recommendation
- ✔ 2nd and 3rd year law students will be expected to provide a writing sample



THE OFFICE OF THE FULTON COUNTY DISTRICT ATTORNEY

FANIT. WILLIS

**INTERNSHIP & STUDENT VOLUNTEER APPLICATION**

*Please attach a resume, cover letter, a letter of recommendation, and a writing sample for 2<sup>nd</sup> and 3<sup>rd</sup> year students.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Law School / College or University: \_\_\_\_\_

Anticipated year of graduation: \_\_\_\_\_

Select your classification at the time of internship:

1L     2L     3L     4L (for part-time students)    [ ] **Student Volunteer**

Division of Interest (Please list from 1 to 5 with 1 being the preferred placement)

- |   |                                     |   |   |
|---|-------------------------------------|---|---|
| <input type="checkbox"/> Cold & Capitol Cases | <input type="checkbox"/> Major Case | <input type="checkbox"/> Gangs                    | <input type="checkbox"/> White Collar   |
| <input type="checkbox"/> Civil Forfeiture     | <input type="checkbox"/> Appeals    | <input type="checkbox"/> Special Victims Division | <input type="checkbox"/> Trial Division |

*Please answer briefly in the space provided why you are interested in interning with the Fulton County District Attorney's Office:  
Use size 10 font & not to exceed 400 words.*

**Send Application Materials in PDF format to: [intern.fcda@fultoncountyga.gov](mailto:intern.fcda@fultoncountyga.gov)**



## THE OFFICE OF THE FULTON COUNTY DISTRICT ATTORNEY

FANI T. WILLIS

### INTERN CONFIDENTIALITY AGREEMENT

In performing my assigned duties and responsibilities within the Office of the Fulton County District Attorney, I understand that maintaining confidentiality is critical to the mission of this Office. As an intern, I will adhere to this policy at all times.

During my internship I understand that I may have access to personal and confidential information regarding case information, victims, defendants, and investigations. I also understand that access to and knowledge of information that is deemed confidential is to be used only for intended purposes at work.

I understand that confidential information includes, but is not limited to, names, nicknames, birthdates, affiliations, actions, omissions, statements, medical, family, financial, social, behavioral, or other personal or private information. Additionally, confidential information includes, but is not limited to, recordings, files, reports, methods, plans, documents, data, drawings, manuals, notebooks, records, and photographs.

Confidential information includes any information NOT generally known or available to lay persons and that is available during employment with the Office of the Fulton County District Attorney.

I understand that I am responsible for information that is disclosed to me and I must maintain confidentiality to protect sensitive information from improper release. If I have questions about communicating information to others (including other employees within the Department), I will ask my supervisor prior to providing any information.

By signing and reading this agreement, I understand that I am prohibited from disclosing confidential information in any form of communication with any unauthorized individual or entity. Such communication includes, but is not limited to, e-mail, text messages, fax, or other written correspondences, and any other type of verbal communication.

I understand that violation of this agreement is deemed to be employee misconduct and subjects me to disciplinary action, up to and including dismissal.

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Employee's Signature

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Employee's Name (printed)

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Date





THE OFFICE OF THE FULTON COUNTY DISTRICT ATTORNEY

FANI T. WILLIS

**INTERNSHIP & STUDENT VOLUNTEER CONSENT TO CRIMINAL BACKGROUND CHECK**

I, \_\_\_\_\_, consent to a criminal background check by the Fulton County District Attorney's Office for the purpose of an internship.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

Does not consent to background check

\_\_\_\_\_

Sign

\_\_\_\_\_

Print

\_\_\_\_\_

Date

