



# Seattle City Attorney

Ann Davison

## VOLUNTEER APPLICATION

For the purposes of this application, "Volunteer" refers to an intern, extern, Rule 9, or volunteer attorney.

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

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Best Time(s) to Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Law School: \_\_\_\_\_

Graduation Year (past or expected): \_\_\_\_\_

Additional Training, if any: \_\_\_\_\_

Additional Languages, if any: \_\_\_\_\_

Career Goals: \_\_\_\_\_

Expected Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

**Civil Division Sections. Check all to which you wish to apply.**

*It is our goal to match your interests and skills with the needs of this office. However, specific tasks will be assigned at the discretion of the supervisor.*

- |   |  |
|---|--|
| <input type="checkbox"/> Contracts-Utilities      | <input type="checkbox"/> Land Use                                |
| <input type="checkbox"/> Employment               | <input type="checkbox"/> Regulatory Enforcement/Economic Justice |
| <input type="checkbox"/> Environmental Protection | <input type="checkbox"/> Torts – General                         |
| <input type="checkbox"/> Government Affairs       | <input type="checkbox"/> Torts – Police Action Team              |

Office Business Hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Volunteers must be available a minimum of 14-20 hours per week, depending on the group. Indicate which hours you are available to volunteer:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Total Hours per Week \_\_\_\_\_

**SEATTLE CITY ATTORNEY'S OFFICE  
VOLUNTEER APPLICATION**

**Why are you interested in volunteering in the Civil Division?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How did you learn of this opportunity?** \_\_\_\_\_

**Have you ever been convicted of a crime (Yes or No)?** \_\_\_\_\_

**If yes, when and where?** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Complete the following, if you expect to receive school credit for your volunteer time.**

**Professor or Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

\_\_\_\_\_

**Please attach the following to your application:**

1. Letter of interest
2. Current resume
3. Writing sample
4. List of three professional references with addresses and telephone numbers
5. Law School transcript, if available

*If applying for a position in Employment, Items 4 and 5 are optional. We are unable to process incomplete applications.*

**Submit completed application materials via email, U.S. Mail, or facsimile to:**

Seattle City Attorney's Office  
Attn: Teresa Eidem  
701 Fifth Ave., Suite 2050  
Seattle, WA 98104-7097

[teresa.eidem@seattle.gov](mailto:teresa.eidem@seattle.gov)

(206) 684-8284 Fax