



2017 ARIZONA LEGISLATIVE LEGAL EXTERNSHIP PROGRAM APPLICATION

The 2017 legislative session begins on Monday, January 9, 2017.

INSTRUCTIONS

You must submit ALL of the following items by **12:00 noon, Friday, October 7, 2016** to qualify for consideration for the 2017 Legislative Legal Externship Program:

- ASU SDO COL students send your documents to Carolyn.Landry@asu.edu at the SDO COL Externship Program office.
- UofA COL students send your documents to the CareerCAT.
- ASLS students send your documents to the Center for Professional Development via the CPD Career Site.**

- Completed and signed application.
- Resume.
- Two letters of reference from people who can discuss your legal or academic skills. One letter should be from a previous employer in the legal field, if possible. Your letters of reference should be attached to your application.

(If your letters of reference are going to arrive later than October 7, 2016, please notify Darci Johnson at djohnson@azleg.gov after submitting your application materials)

- A short personal statement of interest in the program, approximately one page.
- A recent writing sample of either:
 1. A short legal memorandum prepared during law school.
 2. A writing sample prepared for a legal employer, if possible, that demonstrates your legal research and writing skills.

If that is not possible, submit a writing sample not more than five pages that includes legal research and analysis.

- An unofficial copy of your transcript.*

*You will be required to provide an official transcript if you are selected for an interview.

**If you are an ASLS student, your Law School coordinator will include your unofficial transcript with your application packet.



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APPLICATION DEADLINE: Friday, October 7, 2016 – 12:00 noon

PERSONAL INFORMATION	
NAME:	
ADDRESS:	
TELEPHONE: ()	E-MAIL ADDRESS:
Are you a registered voter? Yes <input type="checkbox"/> No <input type="checkbox"/>	Political Affiliation: (For placement purposes ONLY)
Organizations (student organizations, boards, community affairs, etc.):	
Political Activities: Within the past two years have you been actively involved with any political candidates or campaigns? If yes, please describe:	
Other information bearing on your qualifications (honors, scholarships, publications, travels, etc.):	
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, explain:	
Are you related to or do you have a personal relationship with an Arizona elected or appointed official? _____ If yes, please explain:	
How did you hear about the Legislative Legal Externship Program?	
If selected for the program, will you attend other law school classes during the spring semester of 2017?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

EDUCATION INFORMATION	
Current Educational Institution:	
Date Entered:	Scheduled Graduation Date:
Current Cumulative Grade Point Average:	

List other colleges and universities attended, beginning with the most recent:

INSTITUTION:	DATES ATTENDED:	DEGREE AWARDED:	DATE:

EMPLOYMENT HISTORY

List employment record chronologically beginning with most recent:

EMPLOYER:	LOCATION:	POSITION:	DATES:

The Legislative Legal Externship generally requires a minimum of 20 hours of work per week (or less if agreed upon with the coordinating Legislative office you are assigned to) at the Capitol. Early morning and late night meetings sometimes occur and your attendance may be required (class schedule permitting). There are NO holidays off and NO spring break days off during the Legislative session – are you prepared and able to make this commitment? Yes No

I hereby certify that all entries on this application form and attachments are true and complete and I agree and understand that any falsification of information, regardless of the time of discovery, may cause forfeiture on my part to any participation in the Legislative Legal Externship Program. I understand that information on this application form or in attachments is subject to verification and I consent to references, former employers and educational institutions listed being contacted regarding this application. I further authorize the Arizona Legislature to rely upon and use, as it sees fit, any information received from those contacts. I authorize the Arizona Legislature to conduct a criminal history records check. I further certify that I will be available and can participate in the required number of hours per week at the Capitol in the Legislative Legal Externship Program for a period not to exceed 18 weeks beginning January 9, 2017. I authorize the College of Law to directly transmit an official copy of my transcript to the Arizona Legislature.

Signed: _____

Date: _____