



DAVIS BOZEMAN JOHNSON LAW
ATTORNEYS & COUNSELORS AT LAW
DECATUR | STATESBORO | SAVANNAH

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INTERSHIP | EXTERNSHIP APPLICATION

Davis Bozeman Johnson Law is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited. To be considered, you must submit this signed and completed application form along with a cover letter and academic transcript

Contact Information

Name _____ Former Last Name _____
First Middle Initial Last

Mailing Address _____

Address _____
City County State Zip Code

Email Address _____

Home Phone _____ Alternate Phone _____ Notification Preference Mail Email

Other Personal Information

You must possess a valid driver's license. Provide state and number: _____

Expiration date _____

Can you, after employment, submit proof of your legal right to work in the United States? Yes No

Education

High School Name _____ Location _____ Diploma Other (specify) _____

Give name and address of school, major course of study, and degree achieved.

Undergraduate College/University _____ Graduate School _____

Degree Attained _____ Degree Attained _____

Year _____ Year _____

Additional Information

Certificates and Licenses _____

Additional Skills _____

Work History

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide explanation for any gaps in employment. All information in this section must be complete. A résumé may be attached, but not substituted for completing this section. Should you need additional space, copy this page.

1. Name of Present or Last Employer: _____

Job Title: _____

Address: _____ Phone _____ Supervisor _____

From: ____/____/____ To: ____/____/____ Hours Per Week _____ Salary _____ Number Supervised _____

May we contact this employer? Yes No

Job Duties (give details) _____

Reason For Leaving _____

2. Your Next Most Recent Employer: _____

Job Title: _____

Address: _____ Phone _____ Supervisor _____

From: ____/____/____ To: ____/____/____ Hours Per Week _____ Salary _____ Number Supervised _____

May we contact this employer? Yes No

Job Duties (give details) _____

Reason For Leaving _____

3. Your Next Most Recent Employer: _____

Job Title: _____

Address: _____ Phone _____ Supervisor _____

From: ____/____/____ To: ____/____/____ Hours Per Week _____ Salary _____ Number Supervised _____

May we contact this employer? Yes No

Job Duties (give details) _____

Reason For Leaving _____

Please carefully read the following information:

Have you ever been convicted of a criminal offense? Yes No

Note: Omit minor vehicle violations and any offense committed before your 17th birthday which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not necessarily an absolute bar to state government employment in all cases. Each conviction is evaluated individually.

If yes, please list charge(s) _____

Where Convicted _____ Date _____ Disposition/Status _____

Are you currently employed? Yes No If yes, where? _____

Do you have any relatives employed with another Attorney or Law Firm? Yes No If yes, please provide name, attorney, and position below.

Firm _____ Attorney _____ Position _____

Firm _____ Attorney _____ Position _____

Have you ever been terminated or forced to resign from any job? Yes No If yes, please explain below.

Have you been separated from employment as a part of a reduction-in-force within the past 12 months? Yes No

Give the name, address, and phone number of two people, not relatives, who are familiar with your work.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Authority to Release Information: By my signature, I consent to the release of information to authorized officers, agents, and employees of the Davis Bozeman Johnson Law which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents and employees of this Firm to make inquiries of third parties. I further release the organization, educational entity, present and former employers, law enforcement organization, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Signature _____ Date _____

Certification of Applicant: By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Signature _____ Date _____