CITY OF CONWAY

OFFICE OF THE CITY ATTORNEY

CHARLES FINKENBINDER, CITY ATTORNEY

INTERNSHIP APPLICATION

DESCRIPTION

THE CONWAY CITY ATTORNEY SERVES THE RESIDENTS OF THE CITY OF CONWAY BY PROVIDING LEGAL ADVICE AND REPRESENTATION TO THE MAYOR, CITY COUNCIL, AND VARIOUS BOARDS AND COMMISSIONS. THE CITY ATTORNEY REPRESENTS THE CITY IN LITIGATION, REVIEWS PROPOSED CITY CONTRACTS AND OTHER AGREEMENTS, DRAFTS ORDINANCES, RESOLUTIONS, AND CODE AMENDMENTS.

IN ADDITION, THE CITY ATTORNEY PROSECUTES MISDEMEANOR CRIMINAL OFFENSES AND TRAFFIC VIOLATIONS COMMITTED WITHIN THE CITY LIMITS, WHETHER FILED IN DISTRICT COURT OR ON APPEAL TO THE CIRCUIT COURT.

THE CONWAY CITY ATTORNEY'S OFFICE INTERNSHIP PROGRAM PROVIDES STUDENTS WITH AN EXCELLENT OPPORTUNITY TO LEARN HOW MUNICIPAL GOVERNMENT WORKS BY INVOLVING THE INTERN IN EVERY ASPECT OF THE PROCESS INCLUDING BUT NOT LIMITED TO THE PROCESS OF ADOPTING AND AMENDING ORDINANCES AND RESOLUTIONS, DAY TO DAY GOVERNMENT AFFAIRS, AND THE IMPLEMENTATION AND ENFORCEMENT OF APPLICABLE STATE AND LOCAL LAW. THE INTERN WILL ALSO GAIN AN UNDERSTANDING OF THE CRIMINAL JUSTICE SYSTEM FROM THE INITIAL INVESTIGATION OF CRIME AND ARREST TO THE CHARGING DECISION AND THE TRIAL PROCESS.

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APPLICATION

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOCIAL MEDIA ACCOUNTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT NAME AND PHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO YOU HAVE ANY RELATIVES WHO WORK FOR THE CITY OF CONWAY? \_\_\_\_\_YES \_\_\_\_\_NO

IF YES, LIST NAME AND DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNIVERSITY/EDUCATIONAL INSTITUTION NAME OF

INSTITUTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAJOR/MINOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COLLEGIATE CLASSIFICATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HIGH SCHOOL ATTENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYMENT HISTORY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND ADDRESS OF EMPLOYER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF JOB DUTIES/JOB TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMMEDIATE SUPERVISOR AND PHONE NUMBER :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LANGUAGES -- IDENTIFY THE LANGUAGE AND DESCRIBE YOUR FLUENCY (1 BEING LEAST FLUENT, 5 BEING MOST FLUENT)

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REFERENCES, LIST THREE REFERENCES WITH PHONE NUMBERS

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CAREER GOALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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