



Intern and Volunteer Application

Contact Information

Name	
Street Address	
City, State, Zip Code	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	
Present Occupation	
Previous Occupation	
Other Language(s) Spoken	
Do you have any special needs to be able to serve?	Yes _____ No _____
If yes, please indicate:	

****Internship Applicants Only***

What term are you seeking an Internship?	___FALL ___SPRING ___SUMMER
What institution/school will you be associated with for the internship?	
What year are you in your studies?	
What is your major?	
What are the general requirements of your internship? (Hours, supervision, activities reporting)	
How did you hear about Georgia Justice Project?	
As a prospective intern, what areas of the GJP interest you the most? <i>(Most schools require that you be a student in that area in order to intern in that area)</i>	Legal Paralegal Social Service Business Administrative Other



Availability

During which hours are you available for intern or volunteer service?

	MON	TUES	WED	THURS	FRI
MORNING					
AFTERNOON					
OTHER					

When is it the best time to schedule a weekly meeting?

Do you prefer: _____ Email? _____ Phone?

What is your preferred e-mail & phone contact number?

Interests

Tell us in which areas you are interested in serving:

- Administration/Support/Clerical
- Consulting/Professional Services/ Management
- Marketing/ Communications
- Computer/ Technical
- Fundraising/Campaigning
- Legal Services
- Client Screening and Intake
- Tutoring
- Resource Development
- Event Organizing
- Food Preparation/Meals Services
- Counseling
- Other (Please specify: _____)

Department Placed: _____

Manager: _____

Special Skills or Qualifications

Please summarize any special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports, below. *(Please include any technology, marketing, communications, human resources, computer applications skills knowledge and level.)*

Volunteer Experience

Please summarize your previous volunteer experience.

How did you hear about GJP's service opportunities? Why are you interested in becoming a GJP volunteer?



Communication and Notifications

Would you like to receive e-mails about GJP? Yes No

May we have your permission to use your personal email to communicate with you? Yes No

Confidentiality Agreement

Interns and Volunteers of the Georgia Justice Project and its subsidiaries may become knowledgeable about confidential or proprietary information related to the operation, services, and informational database of GJP, its clients, interns, volunteers, donors and Board of Directors. To protect the interests of GJP, the organizations and the individuals concerned, all interns and volunteers are to safeguard the confidentiality of this material and are prohibited from disclosing, copying and removing it for personal use. Upon termination, all confidential and proprietary information in an intern or volunteer’s possession must be returned.

Interns and Volunteers must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places such as restrooms, elevators, restaurants and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, volunteers and interns must refrain from leaving confidential information on desks, at copy/fax machines or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

Intern or Volunteer Printed Name

Intern or Volunteer Signature

Date

Intern and Volunteer Office Coordinator Signature

Date



Agreement and Signature

In connection with my voluntary involvement in activities undertaken for, and with the participation and support of the Georgia Justice Project (GJP), a non-profit charitable organization, I hereby agree, for myself, my heirs, assigns, executors and administrators to release and discharge, its officers and directors, employees, agents and volunteers from all claims, demands and actions for injuries sustained to my person and/or property as a result of my involvement in such activities, whether or not resulting from negligence, and I agree to release and hold GJP, its officers and directors, employees, agents and volunteers harmless from any cause or action, claim or suit with GJP, to be used to further promote its mission.

I hereby confirm, represent and warrant that I have never been convicted of or charged with a violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape or any sexual offense, nor have I ever been ordered by a court to receive psychiatric or psychological treatment in connection therewith.

RELEASE OF INFORMATION: In connection with my intern or volunteer application, I understand that GJP may request information regarding my driving or court record, education, credentials and references. This information will remain confidential and will not be used for any purposes other than to positively identify me. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer or reference to provide the information as outlined above. I hereby release the Georgia Justice Project, its subsidiaries and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the request for any of the above-mentioned information or reports.

By submitting this application, I affirm that the facts set forth in it are true and complete. I also understand that if I am accepted as an intern or volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	



Ownership – Intellectual Property

The work(s) created or to be created by the Intern or Volunteer will become the property of the Georgia Justice Project, who will be the sole owner of all rights in and hold the complete and undivided copyright in such work(s). To the extent the work(s) does/do not qualify as "work for hire" the Intern or Volunteer hereby transfer to the Georgia Justice Project the entire right, title and interest in and copyright of the work(s) and any registrations and copyright applications relating thereto and any renewals and extensions thereof, and in and to all works based upon, derived from, or incorporating the work, and in and to all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action.

The work(s) to be assigned is defined in the above paragraphs however it may be subject to change and modifications based on any circumstances' or on the Intern's or Volunteer's suggestions. By accepting the Internship or Volunteer opportunity, the Intern or Volunteer acknowledges that he/she has read, understood and accepted the above copyright agreement.

Intern or Volunteer Printed Name

Intern or Volunteer Signature

Date

Intern and Volunteer Office Coordinator Signature

Date



Waiver of Liability

The Intern or Volunteer understands that serving in this capacity he/she is not eligible for Worker’s Compensation benefits, unemployment insurance benefits, medical, dental or any other insurance coverage. The Intern or Volunteer agrees not to hold Georgia Justice Project liable for any injuries or illnesses that he/she may suffer while serving for the agency. The Intern or Volunteer expressly waives any such claim for compensation or liability on the part of GJP in the event of such injury or medical expense.

The parties hereto have executed this agreement as of the day and year first above set forth. This agreement may be canceled at any time at the discretion of either of the parties.

Volunteer Printed Name

Volunteer Signature

Date

Intern and Volunteer Office Coordinator Signature

Date

References

Please list two references (individuals not related to you.)

Name: _____

Name: _____

Address: _____

Address: _____

Email: _____

Email: _____

Home phone:(____) _____

Home phone:(____) _____

Work phone:(____) _____

Work phone:(____) _____

Association: _____

Association: _____

Emergency Contact

Name: _____

Phone: (____) _____

Relationship: _____

Alternate Number: (____) _____

Email: _____