



J.A. Investigative Services, LLC.

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Greetings:

My name is Alana Williams. I am the owner of J.A. Investigative Services /DBA/ J.A. Consultants and Training Solutions, a licensed and insured LLC entity in the State of Alabama. I have openings for **STUDENT INTERNS** (hours will be based upon your university's intern program requirements). **The ideal candidate must be a junior or senior majoring in Criminal Justice, Social Work, or a Business related major.**

J.A. Investigative Services is a consulting and training agency. We offer a vast selection of services to include:

- * Workplace Harassment/Sexual Harassment/Discrimination Investigations
- * Workplace Harassment Prevention Training
- * Student Engagement Services (Bullying, Sexting, Student Sexual Violence, and etc.)
- * Government Internal Affairs Investigation
- * Personalized EEO Services

If you are interested in an internship, please review the additional information (there are a total of 4 pages) and submit an application. Please check the website "News/Announcements" for application deadlines. Incomplete applications will not be considered.

For additional inquiries about the position, please do not to hesitate to contact us.

Sincerely,

A handwritten signature in blue ink that reads "Alana N. Williams". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Alana N. Williams
Owner

[See next page]

INTERN APPLICATION & CHECKLIST ITEMS

- J.A. Investigative Services Intern Application. (See “News/Announcement” section of the website)
- Cover Letter.
State the following: Introduction of yourself, state any college and personal life accomplishments, state involvement in any community and university programs/activities, state your best work qualities, explain why you should be selected as an intern, and state any additional information. (No more than 1 page).
- Resume.
- Unofficial transcript (minimal 2.5 GPA).
- Submit one writing sample of any previous collegiate work. No more than 10 pages.
- Submit a tentative intern work schedule, identifying number of work hours required, if known.

EXPECTATIONS

- Student must be able to pass a background check for detention facilities.
- Student must sign a confidentiality agreement.
- Student must have a valid driver’s license.
- Student must be able to work independently.
- Student must have reliable transportation.
- Student must have a functional laptop with Microsoft Office; to include Word, Excel and PowerPoint, along with wifi capability.
- Student must have competent skills using MS Word, MS Excel, MS PowerPoint, MS Publisher and G Suite (Google) programs.
- Student Intern will need to complete 15 hours to 35 hours per week. This will depend on the university’s internship requirements.
- Student “Volunteer” Intern will complete 3 to 5 hours per week.

In addition, intern(s) must:

- Have outstanding speaking and writing skills.
- Possess exceptional multitasking and organization skills.
- Be detail oriented.
- Have a drive to produce above satisfactory and professional work.
- Be punctual.

INTERN BENEFITS

- To obtain hands-on work experience.
- Receive a professional recommendation and reference.
- Have job experiences and projects to include on resume.
- Have an advance start with on-the-job experience compared to other recent graduates.
- Student will have a flexible working environment, allowing them to work on some projects independently.

****PLEASE NOTE: If intern(s) do not meet the above criteria, they will be terminated from the intern position.**



Applicant Information

Full Name: Last First M.I. DOB:

Address: Street Address Apartment/Unit # City State ZIP Code

Phone: Email:

Date Available: Social Security No.: Student ID No.:

Position Applied for: J.A. Investigative Services, LLC. Intern School Term(s):

Are you a citizen of the United States? If no, are you authorized to work in the U.S.?

Are you currently employed? If yes, where?

Have you ever been arrested? If yes, explain in detail on the back page.

Have you ever been convicted of any misdemeanor or felony? If yes, explain in detail on the back page.

Education

High School: Hometown:

College: Department:

From: To: Anticipated Graduation:

Major: Minor:

GPA: University Activities/ Scholarships:

Military/ College ROTC Service

Branch: From: To:

Rank at Discharge: Type of Discharge:

If other than honorable, explain:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. By signing and dating this application, you agree to a comprehensive background check and review of your University grades. Any false information will lead to disqualification or dismissal as a J.A. Investigative Services, LLC intern.

Signature: _____

Date: _____

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