



**J.A. Investigative Services, LLC.**

PO Box 240976

Montgomery, Alabama 36124-0976

alana@solutionsJA.com

**www.solutionsJA.com**

(334) 721-3970 Office

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. We have openings for "unpaid" college interns.

**The ideal candidate will have a minimum overall GPA of 2.7 and be a junior or senior majoring in Criminal Justice, Education/Curriculum Design, or Business, Public Relations, Marketing, or a closely related field.**

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

- Workplace Harassment/Sexual Harassment/Discrimination Investigations (EEO Investigations)
- Workplace Harassment Professional Development Training
- Law Enforcement/Criminal Justice Training
- Student Engagement Services (Bullying, Sexting, Student Sexual Violence, 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 3 pages) and apply. Please check our "News/Announcements" website section for application deadlines.

For additional inquiries about the services that I provide, please visit our website and do not hesitate to contact me with questions.

Sincerely,

A handwritten signature in blue ink that reads "Alana N. Williams". The signature is fluid and cursive.

Alana N. Williams  
Owner

[See next page]



## **INTERN APPLICATION & CHECKLIST ITEMS**

- J.A. Investigative Services Intern Application. (See the “News/Announcement” section of the website)
- Cover Letter.
  - State the following: Introduction of yourself, state any college and personal life accomplishments, community, and university programs/activities involvements, your best work qualities, and explain why you should be selected as an intern, along with any additional information. (No more than 1 page).
- Resume (2-page limit)
- Unofficial transcript (minimal 2.7 GPA).
- A college letterhead correspondence stating that you are approved to participate in an internship, the dates you will be placed at our agency, and the total work hours that need to be completed.
- If known, submit a tentative intern work schedule identifying the required intern hours. (The hours will be based on the university’s intern program requirements).
- Scan and email the documents in one pdf file to: [alana@solutionsJA.com](mailto:alana@solutionsJA.com). Incomplete applications will not be considered.

## **EXPECTATIONS**

- Students must be able to pass a background check for detention facilities
- Students must sign a confidentiality agreement
- Students must have a valid driver’s license
- Students must have reliable transportation
- Students must be able to work independently
- Students must complete assigned tasks with accuracy and on time.
- Students must have a functional laptop with Microsoft Office, including Word, Excel, and PowerPoint, and proficient wifi capabilities.
- Students must have competent skills using MS Word, MS Excel, MS PowerPoint, MS Publisher and G Suite (Google) programs.
- Students will be required to complete their university’s internship requirements
- Students must abide by the rules and policies of J.A. Investigative Services

### **In addition, intern(s) must:**

- Have great speaking and writing skills
- Possess exceptional multitasking and organization skills
- Be detailed oriented
- Have the drive to produce above satisfactory and professional work.
- Be punctual

## **INTERN BENEFITS**

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

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



Applicant Information

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Last First M.I.

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 accurate 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.

Student: \_\_\_\_\_

Date: \_\_\_\_\_