

FREQUENTLY ASKED QUESTIONS

Who can apply?

Any high school junior or senior that lives and attends school in Brooklyn is eligible to apply.

What are the dates of the internship?

The winter internship is February 20th – 23rd 6th (Tuesday through Friday) and the spring internship is April 2nd – April 6th (Monday through Friday). Applicants **must** commit to the entire week of the internship. Hours are, 9:00am -4:00pm.

What are the application requirements?

- A one-page resume
- A 300 word essay (12 pt. font and double-spaced) on why you are interested in interning with the Brooklyn District Attorney's Office and what impact you think it will have on your future personal and academic endeavors.
- Most recent high school transcript.
- A recommendation letter from a teacher, coach, guidance counselor or mentor.

What is application deadline?

The application deadline for the winter and spring internship is December 22, 2017. Applicants must submit all information via website www.brooklynda.org by midnight, December 22nd. Please keep in mind that after midnight, the website will no longer accept applications.

Who should I call if I encounter problems on the website?

Please call 718-250-4873 **before** December 22nd if you encounter any problems on website.

Are working papers required?

Working papers are required. Your guidance counselor will be able to assist you with working papers. You will not be able to start work without working papers.

Besides working papers, is there anything else required?

If you are selected for the internship, a background investigation that includes fingerprinting will be required. If selected, we will provide the information for you to complete the fingerprinting. This must occur before you start.

How do I send in my application materials?

Resume, essay and transcript should be uploaded via website: <http://brooklynda.org/internships/>.

How do I send in my recommendation letter?

Recommendation letter should be emailed to hsinternships@brooklynda.org in pdf format with the subject line "Recommendation Letter (Applicant's First and Last Name)". The recommender **must** include your name in the subject line.

Is this a paid internship?

No, this is an unpaid internship. However, we will provide a weekly metro card for your commuting expense.