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FREQUENTLY ASKED QUESTIONS

Who is eligible to apply?

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

How long is the winter and spring internship program?

The Brooklyn District Attorney's 2019 High School Internship, is a one-week experiential learning program during mid-winter break and spring break. The date(s) and time commitment is as follows:

- The 2019 Mid-winter internship will begin on Tuesday, February 19th and will end on Friday, February 22nd.
- The 2019 Spring internship will begin on Monday, April 22nd and will end on Friday, April 26th.
- Interns are expected to work 9:00am - 4:00pm for either internship and interns selected to participate in the program are expected to commit for the entire duration of the program.

Is this a paid internship?

No. However, the office will also provide a weekly Metro-Card to cover program travel expenses.

What are the application requirements?

- A one-page resume.
- A personal statement (minimum of 300 words) explaining your motivation for applying for an internship with the Brooklyn District Attorney's Office and how does securing an internship with our office impact your future endeavors. Applicant statements should be typed, double-spaced and in a legible 12pt. font.
- A copy of your most recent (unofficial or official) high school transcript. Transcripts should include your current course grades and cumulative GPA. Schools that do not provide grades should provide a progress report.
- One recommendation letter (signed and dated) from a teacher, coach, guidance counselor or mentor.

What is the application deadline?

The application deadline for the 2019 Winter and Spring High School Internship is **Monday, November 12th**. To be considered, prospective applicants must have all required documents submitted by the deadline. Please keep in mind that the application portal will stop accepting applications at 11:59 pm EST.

How do I submit my application materials?

Only applicant resumes, statements and transcripts should be uploaded to:

<http://apply.brooklynda.org>.

Recommendation letters must be emailed and submitted to hsinternships@brooklynda.org. The candidate's first and last name should be included in the subject line.

Are working papers required?

Yes. All selected candidates will be required to have working papers by the start of their internship. Applicants who do not have valid working papers should consult with their school guidance counselor.

Besides working papers, is there anything else required?

Yes. All interns with the Brooklyn District Attorney's Office must complete a background investigation before the start of their internship. Selected candidates will be contacted by our Human Resources Department with further information.

Who should I call if I have questions or experience technical issues?

Please contact the High School Internship and Youth Initiatives Program Coordinator at (718) 250-4873.

Please Note: *The Brooklyn District Attorney's High School Internship Program is a competitive opportunity. During the application period, we receive a large volume of applications. Candidates who follow these steps and submit all of their materials by the deadline have a better chance of advancing through the review process.*