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Greetings:

J.A. Investigative Services, LLC. **is now accepting applications for Summer and Fall 2018 (unpaid) interns.** J.A. Investigative Services, LLC. is a licensed, bonded and insured private investigation agency in Montgomery, Alabama. Although, we offer a vast selection of investigation and training entities, we specialize in:

- * Workplace Harassment/Sexual Harassment/Discrimination Investigations
- * Government Internal Affairs Investigation
- * Workplace Harassment Preventative Training
- * Personalized EEO Services

In addition, we provide professional investigations for attorneys, insurance companies, government agencies, individuals and out-of-town private investigation firms to include:

- * Criminal background check on new boy/girlfriend, future step-parent/spouse, rental tenant and pre-employment
- * Criminal and civil court cases
- * Insurance, medical and disability investigation, and much more.

Our industry would best suit criminal justice, legal studies and pre-law students. Students will be exposed to the court system (in depth), trial procedures, interviewing defendants/witnesses, training and the business administrative side of operating a private investigation firm.

If your students are interested, please see refer them to www.jainvestigativeservices.com for additional information. Completed checklist items (see second page) must be mailed and postmarked **before, Monday, May 21, 2018 for summer term and Wednesday, August 1, 2018 for fall term.** Incomplete applications will not be considered. Due to client confidentiality, no in-person applications will be considered.

For any inquiries about the position, please inform your students not to hesitate to make contact with us.

Best,

Alana N. Williams

Alana N. Williams
Owner/Lead Investigator



Ideal for students that major in criminal justice, legal studies or have a desire to go to law school or perform investigative/detective work.

INTERN APPLICATION & CHECKLIST ITEMS

- J.A. Investigative Services Intern Application
- Cover Letter
State the following: Introduction of yourself, your college and personal life accomplishments, community and university programs/activities, work qualities that you can bring , explain why you should be selected as an intern and any additional information. (No more than 1 page)
- Resume
- Unofficial transcript (With 2.5 GPA)
- One additional writing sample of previous collegiate work. No more than 10 pages.
- Tentative intern work schedule, identifying number of work hours required, if known.

INTERN EXPECTATIONS

Students will be exposed to the court system (in depth), trial procedures. interviewing defendants/witnesses, training, and the business administrative side of operating a private investigation firm.

- 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 own transportation (reliable)
- Student must have a laptop with wifi capability
- Student will need to be flexible with their schedule (15 hours to 30 hours/ per week) *Will depend on school's internship requirements

In addition, student must:

- Have outstanding speaking and writing skills
- Be detail oriented
- Have a drive to produce above satisfactory and professional work
- Be punctual
- NOT BE ALLERGIC TO PETS/ SPECIFICALLY DOGS

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