

# INTERN PROGRAM

## *Confidential Application for Interns*

### 1. IDENTIFYING INFORMATION (Please type or print)

NAME: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Social Security Number: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(needed for Police Check)

Local Street Address: \_\_\_\_\_

City State Zip Code Home Telephone

Permanent Street Address: \_\_\_\_\_

City State Zip Code Home Telephone

### 2. SCHOOL INFORMATION

College or University Major, Degree, and Graduation Date

Address School Contact

City State Zip Code Contact's Phone Number

3. PERSONAL INFORMATION

a. Position title that you are applying for: \_\_\_\_\_

b. Please state why you want to be an Intern with our Court Services Unit. (attach a statement if you wish)

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c. Describe any work or volunteer experience in this area:

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d. Do you speak a language other than English (please specify): \_\_\_\_\_

e. Do you object to the Court checking with appropriate public authorities (e.g. police, Courts, motor vehicle departments, etc.), for matters of public record regarding your background or history?

Yes \_\_\_\_\_ No \_\_\_\_\_

f. Do you object to the Court checking with appropriate private parties such as: neighbors, friends, acquaintances, and employers, both past and present, for matters pertaining to your social and business background?

Yes \_\_\_\_\_ No \_\_\_\_\_

g. Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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h. Please describe your preferred schedule as well as the minimum length of commitment (include months, days of week, number of total hours needed):

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**Important: Have you ever been arrested or convicted? If so, please attach a separate statement describing the incident.**

# *INTERN PROGRAM*

## ***Written Case Scenario***

You have a 15 year old girl, Kim, on your caseload. Kim has done poorly while on probation. She has run away from home and has not done well in school. At your violation of probation hearing, the judge directed you to refer her to the girls' group home.

Write a memorandum to the director of the group home asking that Kim be considered for residency. Outline the problems she has had while on probation. Give your reasons for the referral and your assessment of casual factors as they may relate to the juvenile, her family, and others who you think play significant roles in Kim's life. Include goals that you want Kim to accomplish while she is at the group home.

This is a fictitious case. You may expand on the scenario.

6. REFERENCES

Please list the names and addresses of four (4) persons who can vouch for your reputation, character, and morals, and who have known you for at least two years. **INCLUDE SCHOOL PERSONNEL.** Please do not use relatives. Give each person one of the attached reference letters with your name on it and ask them to return the letter to the Internship Coordinator.

1. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

2. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

3. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

4. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**UNDER THE PENALTIES OF PERJURY, I DECLARE THAT ALL OF THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

I understand that, by submitting this application, I authorize inquiries to be made concerning my employment and character for the purpose of determining my suitability as a student intern. I further authorize the Arlington County Juvenile and Domestic Relations District Court Services Unit to complete record checks through local, state, and national law enforcement, child abuse, and motor vehicle registries. All information will be held in the strictest confidence.

I agree to keep all information and knowledge relating to clients of the Arlington Juvenile and Domestic Relations District Court and their families strictly confidential.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please mail or deliver this application to:

Erick T. King, Intern Coordinator  
Arlington Juvenile and Domestic Relations District Court Services Unit  
1425 North Courthouse Road, Suite 5100  
Arlington, Virginia 22201

# Reference Letter For Intern Candidates

PLEASE WRITE THE NAME OF THE INTERN ON THE BOTTOM LEFT-HAND SIDE OF THE ENVELOPE.

\_\_\_\_\_ (Intern candidate's name) has applied to work as a volunteer intern for the Arlington Virginia Juvenile and Domestic Relations District Court Service Unit. Because of the sensitive nature of this position, all volunteers are required to submit four letters of recommendation. Please fill out this letter and send it to the address below.

1. How long have you known the above-named person? \_\_\_\_\_

2. Describe your relationship (i.e. business, personal)? \_\_\_\_\_

\_\_\_\_\_

3. Is this person able to make a commitment of at least four months? \_\_\_\_\_

4. Do you think this person will be able to maintain client confidentiality? \_\_\_\_\_

5. How does this person handle stress? \_\_\_\_\_

\_\_\_\_\_

6. Please comment on person's personal qualities, moral character, etc.? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. What are the candidate's strengths? \_\_\_\_\_

\_\_\_\_\_

Weaknesses? \_\_\_\_\_

\_\_\_\_\_

Please attach or include below any personal comments that you feel might be helpful to us: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Your Information : Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: (Day) : \_\_\_\_\_ (Evening): \_\_\_\_\_

Please forward this reference letter to:  
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**Arlington, VA 22201**

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\_\_\_\_\_

8. Is this person able to make a commitment of at least four months? \_\_\_\_\_

9. Do you think this person will be able to maintain client confidentiality? \_\_\_\_\_

10. How does this person handle stress? \_\_\_\_\_

\_\_\_\_\_

11. Please comment on person's personal qualities, moral character, etc.? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. What are the candidate's strengths? \_\_\_\_\_

\_\_\_\_\_

Weaknesses? \_\_\_\_\_

\_\_\_\_\_

Please attach or include below any personal comments that you feel might be helpful to us: \_\_\_\_\_

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14. Do you think this person will be able to maintain client confidentiality? \_\_\_\_\_

15. How does this person handle stress? \_\_\_\_\_

16. Please comment on person's personal qualities, moral character, etc.? \_\_\_\_\_

17. What are the candidate's strengths? \_\_\_\_\_

Weaknesses? \_\_\_\_\_

Please attach or include below any personal comments that you feel might be helpful to us: \_\_\_\_\_

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19. Do you think this person will be able to maintain client confidentiality? \_\_\_\_\_

20. How does this person handle stress? \_\_\_\_\_

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22. What are the candidate's strengths? \_\_\_\_\_

Weaknesses? \_\_\_\_\_

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