



COUNTY OF SACRAMENTO Probation Department

8745 FOLSOM BOULEVARD, SACRAMENTO, CALIFORNIA 95826
TELEPHONE (916) 875-0273
FAX (916) 875-0347



MARLON YARBER
CHIEF PROBATION OFFICER

UNPAID STUDENT INTERNSHIP PROGRAM APPLICATION

Print Clearly in Ink

Please complete all sections to avoid a delay in processing your application.

Name: _____
(Last) (First) (Middle Initial)

Address: _____
(Number) (Street) (City) (State) (Zip Code)

Telephone: _____ Telephone #2: _____

Email: _____ SS#: _____ DOB: _____

(Social Security number, other names used and date of birth are used for background check purposes only)

Maiden or other name(s) used: _____

College: _____ City: _____ Units Completed: _____

Required length of internship: _____ Minimum required hours: _____

Name of Instructor: _____ Instructor's telephone: _____

Drivers license # : _____ State _____ Expiration date: _____

Has your driver's license ever been revoked or suspended? Yes: _____ No: _____

Have you ever been arrested or convicted for an offense other than minor traffic violations?

Yes: _____ No: _____

If "yes" to either question, please furnish the following information (Include juvenile, adult and military offenses):

Date	Offense	City/State	Disposition

*Note: Drunk driving, reckless driving or hit and run are not minor violations

Special Skills/Abilities: _____

Languages spoken fluently: _____

INDICATE THE PROGRAM/AREA YOU IN WHICH WISH TO PARTICIPATE:

ADULT SERVICES:

- _____ Adult Field Services
- _____ Adult Court Services
- _____ Adult Community Corrections

JUVENILE SERVICES:

- _____ Juvenile Court Services
- _____ Juvenile Field Services
- _____ Professional Standards
- _____ Youth Detention Facility

SPECIAL SERVICES:

- _____ Research, Planning, Program Development
- _____ Information Technology

Days and hours available:

Monday	Tuesday	Wednesday	Thursday	Friday
_____	_____	_____	_____	_____

STUDENT-INTERN-PROGRAM COMMITMENT

I hereby agree to offer my services as a student intern to the Sacramento County Probation Department. I will keep all information concerning Probation clients **CONFIDENTIAL**. I further grant my permission for the Probation Department to make background, criminal, and vehicle record checks, which is standard procedure for all new employees. I acknowledge I will not receive financial compensation for this unpaid internship position.

I hereby certify that all statements made on this application form are true to the best of my knowledge. I understand that untruthful or misleading answers are cause for rejection of my application or dismissal.

SIGNATURE: _____ DATE: _____

To confirm our conditional offer to participate in the Student Intern Program prospective participants must sign that they have read and understand the requirements outlined below:

- You shall submit to a limited background investigation, which includes, but is not limited to, fingerprinting and a criminal history check. Failure to complete or pass the background investigation automatically disqualifies an applicant from the program.
- You agree to complete a minimum of twenty (20) hours of service per month. Applicants should be aware that their college/university may require more or less hours as a class requirement, however, twenty (20) hours are the minimum requirement for participation in this program. (Upon admission to the program each student intern and the unit supervisor to whom they are assigned, will determine scheduling).
- Sacramento County Probation Department issued identification cards shall only be used as required in the performance of official Student Intern Program duties. Misuse of the identification card may result in termination. Upon program termination, you shall surrender your identification card to the Sacramento Probation Department.
- Sacramento County Probation Department reserves the right to refuse or terminate any student intern's program "At Will", without cause and without right of appeal.
- Applicants should include any special skills or abilities that they possess which could enhance their experience in the program. Additionally, applicants will be given the opportunity to designate areas of preference for their internship; however, assignments will be based on need, skills and availability.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS:

SIGNATURE

DATE