

## NICOLLET COUNTY PROBATION INTERN APPLICATION

### PERSONAL

Last Name:	First Name:	Middle Name:	DOB:
Address:		Phone (cell and/or home):	
City:	State:	Zip Code:	Email:
Dates you would like to intern: From _____ to _____			
Why would you like to intern with Nicollet County Probation?			
Do you have an area of specific interest? (example – adult or juvenile)			

### AVAILABILITY (include evenings)

Monday:	Friday:
Tuesday:	Saturday:
Wednesday:	Sunday:
Thursday:	Special Circumstances:

### EMPLOYMENT HISTORY (please list last two employers)

Employer Name (most recent first) and address:	Telephone:
Name of Supervisor:	Dates employed: From _____ to _____
Job Title:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of duties:	Reason for leaving:
Employer Name and address:	Telephone:
Name of Supervisor:	Dates employed: From _____ to _____
Job Title:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of duties:	Reason for leaving:

**EDUCATIONAL HISTORY**

High School Name and Location		Degree and graduation date or # of years completed:
College/University/Technical/Vocational	Areas of major or minor	Degree and graduation date or # of years completed:
Graduate School or other post-graduate	Areas of study	Degree and graduation date or # of years completed:
Other training/courses	Areas of training/study	Degree and graduation date or # of years completed:

**CURRENT EDUCATIONAL INFORMATION**

College/University Name:	School Address:	
Internship Advisor:	Advisor's Phone:	
Current GPA:	Internship credits:	Areas of interest:

**VOLUNTEER EXPERIENCE**

Agency/Organization and address:		Telephone:
Name of supervisor:	Dates volunteered: From _____ to _____	May we contact this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job title and duties:		
Agency/Organization and address:		Telephone:
Name of supervisor:	Dates volunteered: From _____ to _____	May we contact this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job title and duties:		

*(Attach additional sheets if necessary)*

**BACKGROUND INFORMATION**

Do you have a valid driver's license?  Yes  No If yes, state and license#: \_\_\_\_\_

Available car?  Yes  No If yes, name of insurance company: \_\_\_\_\_

Do you have any physical or mental condition(s) which would limit your ability to participate in activities with the Nicollet County Probation Department?

Yes  No If yes, please explain (limitation(s), activity restrictions, etc.):

A physical or mental condition(s) does not disqualify an intern. This data is required to determine how to accommodate any special needs.

Have you ever been convicted of a criminal offense (including petty misdemeanors) or major traffic offense (misdemeanor or greater)?

Yes  No (Report all convictions past and present. Convictions may not automatically disqualify you.)

If yes, what was your offense:

Date convicted: \_\_\_\_\_ End date of probation/parole or court jurisdiction: \_\_\_\_\_

Are you now or have you ever been placed on probation or participated in a diversion program?  Yes  No

If yes, please explain:

Are you currently involved in a court matter in Minnesota or any other jurisdiction?  Yes  No If yes, please explain

Do you have any close friends or family members under any type of court jurisdiction and/or in any correctional/placement/institution/facility?

Yes  No (This will not disqualify you.) If yes, list name(s) and relationship:

List where you have lived in the past five (5) years other than Nicollet County:

Have you ever been asked to resign or been terminated by an employer or a volunteer training program?

Yes  No If yes, please explain:

Record checks will be done on all intern applicants. A conviction does not disqualify an intern. It is generally necessary for a person to have made a satisfactory community adjustment for at least one year and/or subsequent completion of probation before acceptance is considered.

REFERENCES				
Name	Address	Telephone	Relationship	Years Known
1.				
2.				
3.				

**References will be checked.**

My signature below certifies that all statements made on this application are true, complete, and correct to the best of my knowledge. I understand these statements are subject to verification. I understand the falsification of this application can disqualify me from consideration or result in dismissal upon discovery. Furthermore, my signature below provides my authorization to the Nicollet County Probation Department to do driver and criminal record checks, as well as reference checks to determine my suitability for placement.

Signature	Date
<input type="checkbox"/> By checking, you certify this is your official signature	

Return this application form along with the cover letter, resume, and college transcript to:

**Nicollet County Probation Department**  
**Attn: Rich Molitor, Director**  
**501 S. Minnesota Ave.**  
**St. Peter, MN 56082**  
**Phone: (507)934-7884    Fax: (507)934-4836**

*The Nicollet County Probation Department acknowledges that equal opportunity for all persons is a fundamental human value. The internship program considers each applicant on the basis of individual ability and merit, without regard to race, color, creed, age, religion, national origin, sex, handicap, sexual orientation, marital status, or public assistance status.*