

United States Probation Office – District of Kansas

Internship Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: (____) _____ E-mail Address: _____
Date available to start: _____ Anticipated end date: _____ SSN: _____

Preferred Location: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Education

High School: _____ GPA: _____
Undergraduate: _____ GPA: _____

From: _____ To: _____ Did you graduate? YES NO

College: _____ GPA: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references, including one academic reference.

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Background Questions

For questions 1, 2 and 3, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

1. During the last 10 years, have you been convicted, imprisoned, on probation or on parole? (Include felonies, firearms or explosives violations, misdemeanors and all other offences) YES NO

If yes, provide the date, explanation of violation, place or occurrence, and name/address of police department or court:

YES NO

2. Have you been convicted by a military court-martial in the past 10 years?

If yes, provide the date, explanation of violation, place of occurrence and name/address of military authority or court.

YES NO

3. Are you now under charges for any violation of law?

If yes, provide the date, explanation of violation, place of occurrence and name/address of police department or court.

4. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?

YES NO

If yes, provide the date, explanation of problem, reason for leaving and employer's name/address.

5. Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g. student loan, home mortgage loan).

YES NO

If yes, provide the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to an internship with the USPO, I understand that false or misleading information in my application or interview may result in my release, and that information contained herein may be used for investigation.

I authorize individuals listed as references as well as current and former employers to release information regarding my character, work history and other pertinent information.

I understand that if selected for an internship with the USPO, I will be fingerprinted by the U.S. Marshals for analysis by the Federal Bureau of Investigations. My internship will be contingent upon acceptable results of the investigation.

Any work performed by me for the USPO during the course of the internship will be done so without monetary compensation.

Signature: _____ Date: _____

Other items that you may wish to include with your application:

- 1. Resume
- 2. Letters of recommendation
- 3. School transcripts
- 4. Writing sample

Please submit your application materials to:

U.S. Probation Office –
District of Kansas
Robert J. Dole U.S. Courthouse
500 State Ave., M-35
Kansas City, KS 66101

U.S. Probation Office –
District of Kansas
United States Courthouse
401 North Market, 3rd Floor
Wichita, KS 67202

U.S. Probation Office –
District of Kansas
United States Courthouse
444 S.E. Quincy, Room 375
Topeka, KS 66683