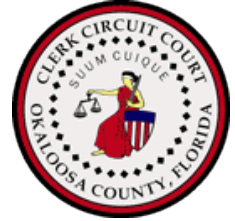


JD PEACOCK II

CLERK OF THE CIRCUIT COURT AND COMPTROLLER, OKALOOSA COUNTY, FLORIDA



CLERK OF CIRCUIT COURT COLLEGE INTERNSHIP WORK PROGRAM APPLICATION

The College Internship Work Program offers the Clerk's Office the opportunity not only to do something meaningful for the community, but also to help develop the skilled workforce the Clerk's Office will need in the future. Partnerships with college student interns are essential to overcoming the deficiencies in basic skills that are required to function in an increasingly sophisticated workplace.

The workforce readiness experience should satisfy a college student's need to experience the workplace in a real way by gaining valuable on-the-job experience, by getting to the job each workday and by meeting the office's need to have a trainable person to handle job tasks that add value to the Clerk's Office.

It is realistic to conclude that the College Internship Work Program will help develop some of the skills employers would like to see in present and future employees. The program also offers college students a sense of self-fulfillment and responsibilities.

Eligibility for this program is as follows:

- Must be 18 years of age and be able to show proof of age.
- Must be a student at an accredited college.
- Must possess at least a 2.5 grade point average and show proof.
- Must have good record of behavior/conduct.

Please complete the following sections in its entirety. Submit your Okaloosa County Clerk of Courts College Internship Work Program Application by email to: lgibson@okaloosaclerk.com.

Section 1

Name:

Last

First

Middle

Address:

Street

City

State/Zip

Home or Cell Phone Number

E-mail Address

Section 2

College/University Name: _____

Address: _____

Faculty Intern Coordinator Name: _____

Phone Number: _____

Major: _____ Minor: _____

Year in College: _____ Expected Graduation Date: _____

Section 3

CRIMINAL HISTORY INFORMATION SCREENING WILL BE CONDUCTED ON THE SELECTED COLLEGE VOLUNTEER INTERN APPLICANT. IF YOUR ANSWERS TO THE QUESTIONS BELOW DO NOT ACCURATELY AND COMPLETELY REFLECT YOUR CRIMINAL HISTORY, YOU WILL BE ELIMINATED FROM FURTHER CONSIDERATION FOR VOLUNTEERING.

If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history.

A "Yes" answer to any question(s) will not automatically bar you from volunteering. The nature, job-relatedness, severity and date of offenses(s) in relation to the duties of the position for which you are volunteering are considered.

1. Have you ever been convicted of a felony or a first-degree misdemeanor? Yes ____ No ____
2. Have you ever had the adjudication of guilt withheld or plead nolo contendere for a felony or a first-degree misdemeanor? Yes ____ No ____
3. Have you ever been convicted of a traffic violation? Yes ____ No ____

If you answered **Yes** to one of the above questions and have a conviction or adjudication of guilt withheld, please complete the following information regarding each felony and/or first-degree misdemeanor:

Charge	Date of Disposition	County/State:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section 4

Present and past work experiences (include paid and volunteer):

Employer: _____

Dates Employed: _____

Description of duties: _____

Employer: _____

Dates Employed: _____

Description of duties: _____

Employer: _____

Dates Employed: _____

Description of duties: _____

Section 5

Knowledge/Skills/Abilities: _____

Section 6

Date available to start: _____

Approximate hours & days per week you are available: _____

Section 7

Selected college interns are expected to adhere to Okaloosa Clerk of Courts policies and procedures and assume personal and professional responsibilities for his/her work.

I attest that the above information is true to the best of my knowledge.

The Okaloosa County Clerk’s Office maintains a drug-free workplace; all interns are required to undergo a drug test if approved for the intern program.

College Volunteer Intern Signature:

_____ Date: _____

Faculty Intern Coordinator Signature:

_____ Date: _____

Section 8

This section is to be completed by the Clerk of Courts and immediate director/manager.

Director/Manager Signature Approving College Intern

Clerk of Courts Signature Approving College Intern