



APPLICATION FOR INTERNSHIP/VOLUNTEER

The Department of Probation appreciates your interest and is sincerely interested in your education and experience, and any other qualifications you may bring in applying for placement. A clear and accurate understanding of these items is therefore essential for us to aid in your placement.

Anna M. Bermúdez
Commissioner

Suzette E. Mapp
Assistant Commissioner
Human Resources &
Labor Relations

Zenia Melendez
Director of
Human Resources

Date of Application: _____

Last Name: _____ First Name: _____ M.I. _____
Street Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Mobile: _____ eMail: _____

List person to be notified in case of an emergency:

Name: _____ Relationship: _____
Telephone: _____ Address: _____

33 Beaver Street
18th Floor
New York, NY 10004

212 510 3856 tel
212 487 8847 fax

HRVIP@probation.nyc.gov

Check the appropriate boxes:

Position: College Intern Volunteer

Semester: Summer Fall Winter Spring

Area of Interest: Adult Operation Juvenile Operation Administration
 Communications & Press Legal Information Technology
 Accounting & Payroll

Borough(s) of preference: Brooklyn Bronx Queens Manhattan Staten Island

Please provide the following information below if currently enrolled in college/university:

College/University Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ eMail: _____

If you are seeking course credit, please provide the following or attach letter:

Career/Course Advisor Name: _____

Office Number: _____ Fax: _____

Course Name: _____ Course Number: _____

Credit Hours: _____ Credits Earned: _____

Why did you choose the NYC Department of Probation?

How will this internship prepare you for a career within your desired field:

SKILLS: Foreign Languages: Yes, what language No
Typing: Yes wpm No
Computer Software: Yes No

Do you know anyone (family or friends) presently on Probation? Yes No

If yes, state relationship to you:

Placement:

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No

If yes, list the conviction(s), date(s), and sentence(s). (A “Yes” answer DOES NOT automatically disqualify you from employment, since the nature of the offense, date, and the position for which you are applying will also be considered.)

SCHEDULE AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

APPLICANT’S CERTIFICATION AND AGREEMENT – Please read carefully, and sign and date below

I certify that all statements made by me in this application are true to the best of my knowledge and belief. I authorize investigation of all statements contained here as may be required to arrive at a volunteer and/or internship decision. I realize that my willful omission or any misrepresentation of facts will be just cause for the rejection of this application or discharge of my services.

Signature of Applicant: _____

Date: _____

PLEASE BE SURE TO SUBMIT A RESUME’ AND COVER LETTER WITH YOUR APPLICATION

THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER

Federal, State, and Local Laws prohibits discrimination in employment because of age, color, creed, disability, gender (including gender identity), immigration status, citizenship status, marital status, military status, national origin, partnership status, predisposing genetic characteristics, prior record of arrest or conviction, race, religion, sexual orientation, status as a victim of domestic violence, sex offenses and stalking.