



Prince William County Sheriff's Office

9311 Lee Avenue, Manassas, VA 20110
703-792-6070

INTERN APPLICATION

Directions: Complete each section, type or print clearly; see bottom of page two for additional required documentation.

Last Name: _____ First Name: _____ Middle Initial: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Business: _____ Cell: _____
 Email Address: _____

Mr. Ms. Mrs. Dr. I am 18 or older I prefer to receive calls at: Home Business Either

Have you ever interned with us before? Yes No If yes, when: _____

Have any of your friends/family worked/volunteered for our agency? Yes No If yes, who/when: _____

Education: (check all that apply) High school Undergraduate degree Graduate degree

Availability:

Please check the boxes for the days and time you are most available to serve.

	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
Morning							
Afternoon							
Evening							

Skills:

Please check any of these skills that you feel you have that would assist you in completing an internship with this office:

- Accounting Computer/data entry Writing
- Coordinating projects Graphic arts Web design
- Organizing special events Grant writing Photography
- Working with children/seniors Fundraising/Charities

References: Please list two people other than relatives who would be willing to serve as personal references.

Last Name: _____ First Name: _____ Relationship: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Business: _____ Cell: _____

Last Name: _____ First Name: _____ Relationship: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Business: _____ Cell: _____

Intern Application

University/School Name: _____

Professor/Advisor Name/Phone Number: _____

Internship requirements from your school (if available, please attach school requirements including minimum hour commitment):

Are you able to perform the essential duties of the intern position for which you are applying? Yes No

If no, please explain. (A disability will not prevent you from interning if you are able to perform the essential duties of the job with reasonable accommodations.)

Have you ever been convicted of any offense, including misdemeanors, felonies and/or traffic violations? Yes No

If yes, please describe the charge, date of conviction, location of court proceedings and specific sentence. (A conviction does not automatically disqualify you from being able to intern with our agency.)

Do you possess a valid driver's license? Yes No Driver's License Number: _____

Have any restrictions or revocations been issued? Yes No If yes, please describe: _____

I certify that the vehicle I will be operating while performing volunteer activities has liability insurance in accordance with Virginia State laws. Yes No

Name and policy number of current vehicle insurance: _____

I authorize the Prince William County Sheriff's Office to conduct a criminal background check. Yes No

I authorize the Prince William County Sheriff's Office to conduct a driving record check. Yes No

Social Security Number: _____ - _____ - _____ Date of Birth: _____

I certify that this application is a complete record and that all information contained herein, to include attachments, is true and accurate to the best of my knowledge.

Signature

Date:

Attachments: Please submit the following documentation along with this completed application:

- Official college transcripts
- Résumé
- School requirements for internship (placement course description, if available)
- Memorandum outlining your interests and what you would like to gain from this internship

Return to: Prince William County Sheriff's Office, Intern Program, 9311 Lee Avenue, Manassas, Virginia 20110