MONTGOMERY COUNTY
COMMON PLEAS COURT - GENERAL DIVISION

INTERN PROGRAM APPLICATION

Personal Information **Date**

Name: _____

Cell Phone: _____ Email: _____

Local Address: _____

City: _____ State: _____ Zip Code:_____

Permanent Address (if different): _____

City: _____ State: _____ Zip Code:_____

Education

College Currently Attending: _____

Degree/Certificate Pursuing: _____ Number of Years Completed: _____

Expected Graduation Date: _____

Registrar's Office Contact Name:_____

Registrar's Office Contact Phone Number: _____

Desired Department

☐ Probation Services ☐ Pretrial Services ☐ Investigative Services

Desired Term

☐ Spring - January through April. Application due by November 15.

☐ Summer - May through August. Application due by March 15.

☐ Fall - September through December. Application due by July 15.

Please write a brief summary of your interest in working with the court system. What do you see as the primary purpose of the courts and the role of corrections in the justice system?

Employment History

Employer's Name: _____

Address: _____

Job Title: _____

Name of Supervisor: _____ Phone Number: _____

Reason for Leaving: _____

May we contact this employer? Yes ☐ No ☐

Employer's Name: _____

Address: _____

Job Title: _____

Name of Supervisor: _____ Phone Number: _____

Reason for Leaving: _____

May we contact this employer? Yes ☐ No ☐

Availability

Start Date: _____ End Date: _____

Days Available	***Hours Available***
☐Monday	_____
☐Tuesday	_____
☐Wednesday	_____
☐Thursday	_____
☐Friday	_____

Is this internship for course credit? Please explain.

As an applicant for Intern Service with the Montgomery County Common Pleas Court, General Division, I understand and agree that the Court may make a thorough investigation of my past employment and activities. This may include, but not be limited to, a motor vehicle operator and police record investigation. I hereby release you, your organization, or others from any liability or damages which may result from the exchange of information requested.

I also certify that all statements contained herein or at any step of the internship process are true, complete, and correct to the best of my knowledge. I understand a false answer may be grounds for dismissal from internship with the Montgomery County Common Pleas Court, General Division.

Signature: _____ Date: _____

Please return this application and a current resume to Interns@montcourt.oh.gov.