

VOLUNTARY INTERNSHIP APPLICATION

Montgomery County Circuit Court
50 Maryland Avenue, North Tower, Room 3121
Rockville, MD 20850
240-777-9100

The Montgomery County Circuit Court would like to thank you for applying for a voluntary internship. In order to be considered for an unpaid internship with the Circuit Court, please provide us with the information below. Interested candidates should be aware that there are a limited number of internships available; receipt of your application does not guarantee your selection for a position. Internships are considered for the school year as well as the summer months.

Download this application and save it to your personal computer or laptop before emailing it to QCInternship@mcccourt.com.

SECTION 1 – INTERN POSITION INFORMATION

Time period for which you are applying: School Year Summer

Date available to begin the Internship:

Tentative Schedule:

Summer: (A minimum of 12 hours per week, four hours/day minimum)

Please list the hours you are available between the hours of 8:30 am and 4:30 pm.

Monday	Tuesday	Wednesday	Thursday	Friday

School Year: (A minimum of nine hours per week, three hours/day minimum)

Please list the hours you are available between the hours of 8:30 am and 4:30 pm.

Monday	Tuesday	Wednesday	Thursday	Friday

SECTION 2 – PERSONAL DATA

Name:

Last

First

Middle Name or Initial

Address: (include city, state, zip):

Email Address:

Telephone numbers:

Home:

Cell:

Emergency Contact Name and Telephone Number:

Have you ever interned for the Circuit Court before?

Yes

No

If so, when and in what department(s)?

Please indicate the source(s) from which you learned of our internship program
(check all that apply):

Referral from former intern

Internet Search

School

Referral from family member/acquaintance

Other:

SECTION 3 – EDUCATION & TRAINING

Type of School	Name, City, State of School	Type of Diploma/Decree awarded	Major/Program
High School			N/A
College or University			
Other School or Training Organization			

Computer applications with which you are comfortable working (check all that apply):

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft Power Point

Microsoft Outlook

Operating Systems:

Other applications:

Foreign languages spoken or read:

SECTION 4 – EMPLOYMENT/VOLUNTEER HISTORY

For each job/volunteer position you have had, provide the following information. Begin with your most recent position. Feel free to attach additional pages as needed.

Most recent job/volunteer position

Job Title:

Employer Name:

Employer Address:

Name and Title of Immediate Supervisor:

Phone Number of Immediate Supervisor:

Dates of Employment:

From:

To:

Number of hours/week:

Description of duties/responsibilities:

Former positions:

Job Title:

Employer Name:

Employer Address:

Name and Title of Immediate Supervisor:

Phone Number of Immediate Supervisor:

Dates of Employment:

From:

To:

Number of hours/week:

Description of duties/responsibilities:

SECTION 5 – GENERAL INFORMATION

Are any of your relatives employed by the Circuit Court? Yes No

If yes, please list name and relationship of each relative:

Affirmative responses to the following questions will not automatically exclude you from volunteering at the Circuit Court:

Have you ever been dismissed or asked to resign from any position? Yes No

If yes, please explain the circumstances:

Have you ever been convicted of a criminal offense? Yes No

If yes, please explain the circumstances:

I agree to the following and hereby represent that all information provided by me in this application is true and correct. If chosen as an intern, I will abide by the policies and procedures of the Montgomery County Circuit Court.

Signature of Applicant:

Signature Date:

PLEASE MAKE SURE TO REVIEW THE ENTIRE APPLICATION FOR ANY ERRORS OR OMISSIONS BEFORE SUBMITTING IT TO THE CIRCUIT COURT.

Submissions should be e-mailed to QCInternship@mcccourt.com

**AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO WORKFORCE DIVERSITY**

Please be advised if you are under the age of 18 and you are offered an internship position, you will be required to submit a Work Permit. You may obtain one by going to the following website: <https://www.dllr.state.md.us/ChildWorkPermit/web/content/Home.aspx>