

Aruna Miller  
Lt. Governor

Wes Moore  
Governor

Betsy Fox Tolentino  
Secretary

## INTERN APPLICATION

Instructions: Please complete the intern application. Make sure that you have included your resume and answers to the questions in the narrative section below. Answers do not need to exceed one page and if a question does not apply you can answer N/A. Once the application is complete return it to: **Shauntia Lindsay by e-mail (preferred)** **DJS.interns@maryland.gov** or by fax 410-230-3417

Today's Date \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/ State & Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female

Please list language fluency and level (conversational, fluent): \_\_\_\_\_

### Education

Name of College or University: \_\_\_\_\_

College City and State: \_\_\_\_\_

Major(s)/ Course of Study: \_\_\_\_\_

College Graduate \_\_ Yes \_\_ No Expected Graduation: \_\_\_\_\_ Graduate Student: \_\_ Yes \_\_ No

Name of College or University: \_\_\_\_\_

College City and State: \_\_\_\_\_

Major(s) and Concentration \_\_\_\_\_

### Internship Type

\_\_\_\_ College Intern      \_\_\_\_ Clinical Internship      \_\_\_\_ Externship (clinical students only)

Total number of internship hours to be completed: \_\_\_\_\_ Completion date: \_\_\_\_\_

### Referral Source

\_\_ Family/Friend      \_\_ Career Fair      \_\_ DJS Website/Facebook/Twitter      \_\_ College professor

\_\_ Other/List \_\_\_\_\_      \_\_ DJS Employee/Name \_\_\_\_\_



**Location and Schedule Preferences**

DJS Staff (if known): Name: \_\_\_\_\_ Office: \_\_\_\_\_

Schedule: Weekdays (drop down) Hours per day \_\_\_\_\_ Weekends (drop down) Hours per day \_\_\_\_\_

\_\_\_ Community Placement                      \_\_\_ Facility Placement

Location: 1st Choice                      2<sup>nd</sup> Choice                      3<sup>rd</sup> Choice

Office Drop Down    Facility Drop Down

**Area of Interest** (please select your top three) \* same as above with choices

- |  |                                 |
|--|---------------------------------|
| ___ Facility Case Management           | ___ Facility Recreation         |
| ___ Community Detention/Rapid Response | ___ Community Case Management   |
| ___ Public Relations                   | ___ Information Technology (IT) |
| ___ Procurement                        | ___ Human Resources             |
| ___ Policy                             | ___ Child Advocate              |
| ___ Other (list) _____                 |                                 |

**Travel**

\_\_\_ I have a valid driver’s license and vehicle                      \_\_\_ I will be using public transportation or ride sharing

**Resume**

Please attach your resume. Applications without a resume will not be reviewed.

**References**

Name: _____	Name: _____
Preferred Telephone: _____	Preferred Telephone: _____
E-mail: _____	E-mail: _____
Relationship: _____	Relationship: _____

**Narrative Questions:**

Please briefly explain why you’re interested in interning with DJS.

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List any professional, recreational hobbies, talents or skills which you feel are applicable.



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Please let us know if there are any reasonable accommodations that are needed for you to fulfill all of the essential duties of the position you are seeking.

Do you have any adult convictions?  Yes  No

Please list and explain the circumstances of any adult convictions (other than a minor traffic violation).

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**NO FUNDING, WAGES, REIMBURSEMENT, EMPLOYMENT**

DJS will not provide any wages, salary, fees, funding, reimbursement or other remuneration. An internship is not a requirement for seeking employment with the agency. Further, interning in any capacity does not explicitly or implicitly promise future employment with DJS or any other state agency.

If you have any questions please contact:

The Statewide Community Services Coordinator Shauntia Lindsay at [DJS.intern@maryland.gov](mailto:DJS.intern@maryland.gov)

