

SOUTH EUCLID MUNICIPAL COURT

Judge
Gayle Williams-Byers

Clerk of Court
Annetta L. Fisher



INTERNSHIP APPLICATION FORM

In order to be considered for an internship with the South Euclid Municipal Court (SEMC), you must complete this application as well as submit a cover letter and resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Applicants selected to participate in the SEMC Internship Program **will not be financially compensated** for service. By submitting this application, you acknowledge and accept your participation in the internship is on a volunteer basis.

Name(s) of Internship(s) Applied For:

Name _____

School Address: _____

Permanent Address: _____

Telephone Number: _____

Social Security Number: _____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility

for employment? _____

Are you requesting that your college grant you credit hours for your

internship? _____

Dates available to perform internship: _____

Education			
<u>Type of School</u>	<u>Name and Location</u>	<u>Degree/Date</u>	<u>Major</u>
High School	_____	_____	_____
College	_____	_____	_____
Scholastic Honors and/or Licenses: _____			

Employment History (Includes paid, volunteer, and intern positions)

Most Recent Employer: _____ Telephone Number: _____

Address : _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

Employer: _____ Telephone Number: _____

Address : _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

References

Name: _____ Telephone Number: _____

Company/School : _____

Relationship: _____ Known how long: _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known how long: _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known how long: _____

Publications and Articles: _____

Community/professional organizations, honors and awards: _____

Activities relevant to the internship(s) for which you are applying: _____

Why do you want to intern with the SEMC? _____

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature: _____ Date: _____

**SOUTH EUCLID MUNICIPAL COURT
INTERNSHIP PROGRAM INFORMATION**

The South Euclid Municipal Court (SEMC) Internship program is designed to provide high school and college students as well as recent graduates, an opportunity to learn about careers in the justice system. Interns with the SEMC will not be financially compensated for their participation.

Internship Positions Available: Internship opportunities are available in most areas of the court, including Clerk of Court, Probation, Bailiff, Magistrate and Judge . Internship applications are available at the SEMC, located at 1349 South Green Road in South Euclid or online at SouthEuclidCourt.com.

Eligibility: A candidate must be a graduate student; an undergraduate student; or have graduated from college within 6 months of beginning the internship in good academic standing. Students entering their final year of high school are also eligible.

General Information: Interns are expected to work between 20 and 40 hours a week during an 4 to 12 week internship period. Internships are offered year round and are catered to the individual applicant. Interns may receive academic credit if an agreement is made between the SEMC and the intern's college or university. All interns are subject to the applicable SEMC employee rules.

Application Procedures: Candidates must complete an application form and submit it with their cover letter and resume. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Mail, Email or Fax Applications to:

Lester Holmes – Training Coordinator
South Euclid Municipal Court
1349 South Green Road
South Euclid, Ohio 44121
(216) 381-2880 (fax)
lholmes@southeuclidcourt.com (email)

The South Euclid Municipal Court is an
Equal Opportunity Employer.