

SOUTH EUCLID MUNICIPAL COURT



JUDGE
Timothy R. Sterkel

CLERK OF COURT
Evan A. Szirony

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 experience and learn about the justice system. **Interns with the SEMC are not given benefits or monetary compensation 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, or online at <http://secourt.org>.

Eligibility: A Candidate must be a high school student, undergraduate student, graduate student, or have graduated from college within 6 months of beginning the internship.

General Information: Interns are expected to work at least 20 hours a week during a 4-to-12-week interval. Internships are offered year-round and can be tailored to the individual applicant. All interns are subject to the applicable SEMC employee rules and internship requirements.

Application Procedures: Candidates must complete an application form and submit it with their cover letter, resume, and recommendation letter. To be considered, all application items must be submitted as a complete package.

Submit applications to:

Kelley Sweeney, Esq.
Chief Deputy Clerk
South Euclid Municipal Court
1349 South Green Road
South Euclid, OH 44121
(216) 381-2880 ext. 224 (Phone)
ksweeney@secourt.org

The South Euclid Municipal Court is an Equal Opportunity Employer.

INTERNSHIP APPLICATION FORM

In order to be considered for an internship with the South Euclid Municipal Court (SEMC), you must complete the following application as well as submit a cover letter, resume and letter of recommendation. To be considered all application items must be submitted as a complete package.

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.

| APPLICANT INFORMATION | | | | | |
|--|-------------|---------|-----------------------------------|----------|--------|
| Last Name: | First Name: | Date: | | | |
| School Address: | | | | | |
| City: | State: | Zip: | | | |
| Permanent Address: | | | | | |
| City: | State: | Zip: | | | |
| Telephone Number: | | | Last 4 of Social Security Number: | | |
| | | | | | |
| Dates/Times available to perform internship: | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Start: | | | | | |
| End: | | | | | |

| EDUCATION | | | |
|--|-------------------|-------------|-------|
| Type of School | Name and Location | Degree/Date | Major |
| High School | | | |
| College | | | |
| Other | | | |
| | | | |
| Scholastic Honors and/or Licenses: | | | |
| | | | |
| Community Professional Organizations, Honors and Awards: | | | |
| | | | |
| Activities relevant to the internship(s) for which you are applying: | | | |
| | | | |
| | | | |

| REFERENCES | |
|------------|-------------------|
| Name: | Telephone Number: |
| | |
| Name: | Telephone Number: |
| | |
| Name: | Telephone Number: |
| | |

Why do you want to intern with the South Euclid Municipal Court? _____

| DISCLAIMER AND SIGNATURE | |
|---|-------|
| I certify that all of the information in this application are true and complete to the best of my ability. I understand that any falsified information on this application may result in my dismissal from the program. | |
| Signature: | Date: |