



**ADMINISTRATION OF JUSTICE DEPARTMENT**  
**INFORMATION FORM FOR**  
**STUDENT INTERNSHIP APPLICATIONS**

**BACKGROUND INFORMATION**

1. Name of student: (Mr) (Ms)

Student ID #:                      Date and place of Birth:

SS#:

Mailing address and telephone number:

Street:

City:

State:

Zip Code:

Telephone:

E-mail address:

2. List GMU courses completed:

Current GPA

3. Previous work experience (paid positions and volunteer work)

4. Post-graduation goals (i.e.: specific employment goals? graduate school? etc.):

5. Do you anticipate any problems should a Security Clearance be required?:    \_\_\_\_ Yes    \_\_\_\_ No

6. Do you have an agency you would like the Coordinator contact on your behalf?

(a) If yes provide the name, address and telephone number of the agency and name of the agency contact person of **TWO** potential sites:

(b) If **No**, list two types of field placements you are interested in: These might include law enforcement, probation/parole, court work, law office/legal aid, youth programs, research, social services. There are many others.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

**NOTE: Your application will not be processed until you send a cover letter, resume.**



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**INTERNSHIP SHORT FORM**

STUDENT INFO:

Student Name:

Phone:

E-mail:

PRACTICUM INFO:

Preference 1

Contact Person:

Name of Agency:

Address

Phone:

Preference 2

Contact Person:

Name of Agency:

Address

Phone:



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**AGENCY APPLICATION FORM**

Name: (Mr) (Ms)

Student ID #:                      Date and place of Birth:

SS#:

Mailing Address:

Street:

City:

State:

Zip Code:

Telephone:

E-mail address:

Expected Graduation Date:

Do you have the use of a car?

What are your post-graduate goals?

Outline any relevant previous practical experience (paid positions and volunteer work) and/or related skills:

List Languages                      Spoken: Written:

Have you ever received a security clearance? :              Yes              No

If No, do you anticipate any problems should one be required? :              Yes              No



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Considering the variety of placement positions available, what appeals to you in applying for this particular agency?

My initial learning goals for this practicum are:

(1)

(2)

(3)

Strengths, skills and abilities I bring to this position:

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

Note: This form will be sent to the agency/institution you have applied for, with your resume and cover letter