

Please check one:

___ Internship

___ Volunteer

___ Both

FOURTH JUDICIAL DISTRICT PROBATION DEPARTMENT
270 S. TEJON, W200 • COLORADO SPRINGS, CO 80903
(719) 452-5820

VOLUNTEER/INTERN APPLICATION

DATE _____

NAME _____
(Last) (First) (MI)

NICKNAME(S), ALIAS(ES), OTHER NAME CHANGES _____

DATE OF BIRTH* _____

SSN: * _____

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ WORK PHONE _____

TIME AVAILABLE: DAYS _____ HOURS _____

Have you ever been convicted of, or are you now under indictment or charged for any felony or misdemeanor other than a minor traffic violation? YES _____ NO _____

If YES, please explain _____

Do you have a relative or friend with current or recent criminal justice or divorce involvement?

YES _____ NO _____ If YES, please explain _____

DRIVER'S LICENSE NO.* _____ STATE _____ EXPIRATION DATE _____

(*REQUIRED INFORMATION TO CONDUCT CRIMINAL HISTORY CHECK)

EDUCATION			
Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+			
HIGH SCHOOL	Location – City / State	DATES	GRADUATE?
COLLEGE	Location – City / State	DATES	DEGREE?
OTHER SCHOOLS OR TRAINING			
Trade, Vocational, Armed Forces, or Business, Subjects/Certificates			
NAME	Location – City / State	DATES	
NAME	Location – City / State	DATES	

SECRETARIAL AND CLERICAL	TYPING _____ WPM	OFFICE MACHINES YOU CAN OPERATE
FOREIGN LANGUAGES OR AMERICAN SIGN LANGUAGE	LANGUAGE: _____	SEMI-FLUENT _____ FLUENT _____
OTHER QUALIFICATIONS AND SKILLS		

DO YOU HAVE ANY HEALTH OR OTHER LIMITATIONS OF WHICH YOU WOULD LIKE US TO BE AWARE? IF YES, PLEASE EXPLAIN _____

REFERENCES			
List three persons whom we may contact who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position you are requesting.			
FULL NAME	EMAIL ADDRESS	TELEPHONE	BUSINESS/OCCUPATION
1.			
2.			
3.			

EMPLOYMENT/EXPERIENCE			
Previous Employers—beginning with current or more recent experience. Include civilian, military and volunteer experience.			
EMPLOYER:		FROM:	TO:
ADDRESS:			
CITY, STATE, ZIP		PHONE:	
JOB TITLE:	SUPERVISOR:		
DUTIES:			
EMPLOYER:		FROM:	TO:
ADDRESS:			
CITY, STATE, ZIP		PHONE:	
JOB TITLE:	SUPERVISOR:		
DUTIES:			
EMPLOYER:		FROM:	TO:
ADDRESS:			
CITY, STATE, ZIP		PHONE:	
JOB TITLE:	SUPERVISOR:		
DUTIES:			
EMPLOYER:		FROM:	TO:
ADDRESS:			
CITY, STATE, ZIP		PHONE:	
JOB TITLE:	SUPERVISOR:		
DUTIES:			

AFFIDAVIT

I certify that the answers given by me to the foregoing questions and statements are true and correct without material omissions of any kind. I authorize the companies, schools or persons named above to give any information regarding my employment, character and qualifications. I authorize the Fourth Judicial District to conduct a background investigation pertaining to my suitability as a volunteer, which may include a criminal history check. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if selected as a volunteer would be cause for termination and the Fourth Judicial District shall not be liable in any respect for such action or termination.

SIGNATURE

DATE

AS A VOLUNTEER WITH THE FOURTH JUDICIAL DISTRICT PROBATION DEPARTMENT, YOU WILL BE SERVING THE COURT AND OUR JUSTICE SYSTEM. PLEASE ADVISE US IF THERE ARE ANY CIRCUMSTANCES IN YOUR LIFE THAT MIGHT BRING DISREPUTE TO THE FOURTH JUDICIAL DISTRICT IF SUCH MATTERS ARE TO COME TO LIGHT DURING YOUR SERVICE AS A VOLUNTEER.

PLEASE WRITE A BRIEF STATEMENT ABOUT YOUR INTEREST IN THIS PROGRAM. WHAT DO YOU ANTICIPATE GAINING FROM THIS EXPERIENCE?
