



CRIMINAL JUSTICE SERVICES DIVISION

Criminal Justice Planning Unit

2307 Midpoint Drive, Fort Collins, CO 80524 / Phone (970) 980-2671

Alternative Sentencing Department

2307 Midpoint Drive, Fort Collins, CO 80525 / Phone (970) 980-2600 / Fax (970) 980-2610

Community Corrections Department

2255 Midpoint Drive, Fort Collins, CO 80525 / Phone (970) 498-7530 / Fax (970) 498-7511

VOLUNTEER & INTERNSHIP APPLICATION

IDENTIFICATION

1. Name (Last, First, Middle) _____
2. Any other name under which you have been employed _____
3. Complete address: (Street, City, State, ZIP) _____
4. Phone # (including area code): Home _____ Cell _____ Work _____
5. Social Security # _____
6. From what source did you learn of this volunteer/internship program?

PERSONAL DATA

1. **Yes** **No** Is your current driver's license suspended or revoked, or are you otherwise unable to legally drive in Colorado?
2. **Yes** **No** If presently employed, may we contact your current employer?
3. **Yes** **No** Do you have any commitments to an employer or organization which might interfere with or affect your volunteer/internship with us?
4. **Yes** **No** Are you now or have you ever been a Larimer County employee?
5. **Yes** **No** Have you ever been convicted of, or are you now under indictment of any felony or misdemeanor other than a minor traffic violation? (Convictions are not an absolute bar to volunteer/internship placement).
6. **Yes** **No** Have you ever been fired, forced, or asked to resign from a job, volunteer or internship position?
7. **Yes** **No** Have you ever received a disciplinary action from an employer?
8. **Yes** **No** Have you ever worked for the Colorado Judicial System, or any other State or Federal Judicial System?
9. **Yes** **No** Have you ever, or do you currently have any family or friends involved in the Criminal Justice System?

To explain any YES answers, include the number of the question to which you are responding. This space may also be used to complete any other questions.

REFERENCES

List three persons whom we may contact who are NOT related to you and who have a definite knowledge of your qualifications and fitness for the position for which you are applying.

<u>Name</u>	<u>Phone</u>	<u>Address</u>	<u>Relationship</u>
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EDUCATION AND TRAINING

Name, city and state of High School attended _____

Did you graduate? **Yes** **No** If no, did you receive your GED? **Yes** **No**

GED certificate Number _____ Issued by _____

College, University Or Technical	Location	Course of study	Degree received

EMPLOYMENT/VOLUNTEER HISTORY DATA

ORGANIZATION/AGENCY _____ Dates _____

Location _____ Telephone # _____

Responsibilities _____

ORGANIZATION/AGENCY _____ Dates _____

Location _____ Telephone # _____

Responsibilities _____

ORGANIZATION/AGENCY _____ Dates _____

Location _____ Telephone # _____

Responsibilities _____

SPECIAL SKILLS

Do you operate a computer Yes No List the programs you are familiar with _____

Do you type? Yes No Typing Speed _____ wpm.

List other machines or equipment that you can operate _____

REMARKS

List any other education, training, volunteer work or other relevant experience that would be of further assistance in evaluating your qualifications. Include dates, names of schools, length or experience, etc.

Please attach a paragraph explaining why you would like to volunteer or have an internship at Larimer County Community Corrections.

APPLICATION CERTIFICATION

I hereby certify that the information given in this application is correct and complete. I understand any false statements, omissions, or misrepresentations contained in this application, interview, or related correspondence may disqualify me for volunteer/internship consideration. Should investigation at any time disclose any falsification, omission, or representation, said disclosure may be grounds for termination of my volunteer/internship position. I consent to the release of information by employers, schools, law enforcement agencies, and other authorized personnel to verify the information contained in this application.

Further – I give Larimer County permission to run my criminal history and agree to an in-person Integrity Interview prior to acceptance as a volunteer or intern.

Signature

Date

E-mail Address

Date of Birth