

	<p>YORK COLLEGE The City University of New York 94-20 Guy R. Brewer Boulevard Jamaica, NY 11451</p>	<p>APPLICATION FORM INTERNSHIP IN THE NEW YORK STATE QUEENS COUNTY SUPREME COURT, CIVIL TERM</p> <p>DEADLINE: APPLICATIONS ACCEPTED UNTIL POSITIONS ARE FILLED. RETURN APPLICATIONS TO ROOM 4D06 DR. ROBIN HARPER, PRE-LAW ADVISOR DEPARTMENT OF BEHAVIORAL SCIENCES POLITICAL SCIENCE</p>
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Your application for this internship consists of:

- 1) **this completed application form; and**
- 2) **an updated resume; and**
- 3) **transcript(s) from (each of) the school(s) you have attended since High School/ GED; and**
- 4) **a statement of interest. Briefly (100-300 words), please explain:**
 - a) **why you are interested in this internship,**
 - b) **what you hope to get out of the experience, and**
 - c) **how the internship fits into your educational and career plans.**

(Your statement of interest may be typed on a separate sheet of paper.)
- 5) **Selected candidates will be interviewed by the courts.**

Personal Information

Last Name	First Name	Current Major	Minor	Languages Spoken
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Address	Apt. #	City	State	Zip Code
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Home Telephone	Business/Cellular	Address	Email
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Emergency Contact Information:

Last	First	Telephone Number
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Relationship to applicant _____

Address	Apt. #	City	State	Zip Code
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Student Information:

Date of Birth _____

U.S. Citizen Yes No Legal Permanent Resident Yes No

If neither US citizen nor Legal Permanent Resident, what kind of visa do you have?
_____ Expiration Date _____

Education:

Credits completed to date: _____

I am a (circle one) Freshman Sophomore Junior Senior Other _____

How many credits are you currently taking? _____

What is your overall GPA? _____ What is your GPA in your major? _____

Expected date of graduation _____

Indicate a faculty member you have asked to recommend you:

Faculty Name _____ Department _____ Email _____

Student Employment Information:

Are you employed (circle one) full time part-time not employed

If you are employed, list name of employer _____

Type of Job _____ Your position _____

Are you a veteran or currently active in the military? Yes No

Criminal History:

Have you ever, either as an adult or a juvenile, been cited, arrested, taken into custody, charged with, indicted, convicted tried for, or pleaded guilty to, the commission of any felony or misdemeanor or the violation of any law, except minor parking violations, or been the subject of any juvenile delinquency or youthful offender proceeding? Yes No

If you answer yes, state the charge or charges, the disposition thereof and the underlying facts in an attached addendum. Although a conviction may have been expunged from the records by an order of a court, it nevertheless should be disclosed in the answer to this question. Please note that you should be prepared to submit copies of police and court records regarding any matter you disclose in reply to this question.

Are any criminal charges pending against you? Yes No

If yes, please attach an addendum explaining the circumstances.

**ACADEMIC RECOMMENDATION FORM
YORK COLLEGE
INTERNSHIP IN THE NEW YORK STATE QUEENS COUNTY SUPREME COURT,
CIVIL TERM**

**PLEASE MAIL TO:
DR. ROBIN HARPER
DEPARTMENT OF BEHAVIORAL SCIENCES
YORK COLLEGE
THE CITY UNIVERSITY OF NEW YORK
94-20 GUY R. BREWER BOULEVARD, 4D06
JAMAICA, NY 11451**

Applications are accepted on a rolling basis. Please submit promptly as positions will close. Thank you.

Please fill out the section below and give this form to one of your professors. References should be sent directly to the above address or they can be hand-delivered if the professor has signed her/his name across the back of a sealed envelope.

Name of
Applicant

Last	First	Middle Initial
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Name of
Recommender

To the Recommender: Please complete form and attach a typed letter of recommendation on your letterhead.

How long have you known the applicant? _____ years _____ months

In what capacity have you
known the applicant?

Summary of Evaluation

- _____ I do not recommend the applicant.
- _____ I believe that the applicant's qualifications are marginal although the applicant has potential.
- _____ I recommend this applicant for admission.
- _____ I strongly recommend this applicant for admission.

Please evaluate the applicant in each of the following categories below by placing an “X” in the appropriate box.

	Poor	Average	Good	Outstanding	Unable to Judge
Academic Promise					
Motivation					
Research Potential					
Speaking Skills					
Writing Skills					
Mathematical ability					
Maturity					
Emotional Stability					
Ability to Accept Constructive Criticism					
Ability to Work with Others					
Tenacity to Complete a Difficult Task					

Evaluator’s Signature

Date

Evaluator’s Name (Type or Print)

Position

Phone