



PINELLAS COUNTY SHERIFF'S OFFICE

College Internship Application

INTERNSHIP REQUIREMENTS:

- Preference will be given to Pinellas County residents
- Complete the internship application
- Successfully complete the screening and background investigation
- Provide a letter (or form) from the accredited college or university regarding the intention of the internship, hours needed to complete the internship, and the contact information for the liaison between the agency and the academic institution.
- Provide documentation that the student has a G.P.A. of 2.5 or higher

INSTRUCTIONS:

Please type or print clearly.

Answer all questions – if a question does not apply, indicate it is not applicable (N/A). An application that is incomplete or contains false statements may result in the loss of an internship opportunity.

A background check will be conducted on intern applicants, which may include criminal history, driving record, employment reference check, and polygraph examination. A drug screening will be administered for intern candidates who are selected for processing.

Submit your application to Human_Resources@pcsonet.com or directly to the Human Resources Bureau located at the Sheriff's Administration Building, 10750 Ulmerton Road, Largo.

If you have any questions regarding the application or application process, call Human Resources at (727) 582-6208.

PERSONAL INFORMATION

Name: _____ Date: _____
(First) (Middle) (Last)

List all former names: _____

Address: _____

City, State, Zip: _____

SS #: _____

Driver License # _____ DL State: _____ DL Exp. Date: _____

Date of Birth: _____

Telephone #: Primary: _____ Secondary: _____

Email Address: _____

Internship position(s) applied for
(maximum of 3):

1. _____
2. _____
3. _____

MILITARY SERVICE

Have you ever served in a United States military organization? Yes No

Branch of Service	Highest Rank Held
Rank at Discharge	Type of Discharge

COLLEGE OR BUSINESS/TRADE SCHOOL

Dates Attended	School/Institution	Location (Mailing Address)	Major	# Of Credits	Graduation Date

EMPLOYMENT AND PERSONAL REFERENCES

Please tell your references that they will receive a phone call from a member of Human Resources asking him or her a brief series of questions.

VOLUNTEER REFERENCE (IF APPLICABLE)

Name: _____

Email Address: _____ Phone Number: _____

How this person is known to you: _____

EMPLOYMENT REFERENCE (IF APPLICABLE)

Please provide the contact information for your current employer or previous employer if you left within the last 12 months. If unemployed for more than 12 months, mark N/A.

Company Name: _____

Dates Employed: _____ Position Held: _____

Job Duties: _____

Reason for Leaving (if applicable): _____

Referred by a member of the Sheriff's Office? Yes No

If yes, please print member's name: _____

If you were NOT referred by a member of the Sheriff's Office, by whom or what means did you learn of the internship opportunities available at the PCSO? _____

PLEASE READ AND ANSWER EVERY QUESTION. A candidate may be rejected who has intentionally made a false statement of a material fact, practiced or attempted to practice any deception or fraud in their application or examination. All information on this form may be subject to review for truthfulness and integrity during a polygraph examination.

CHECK YES OR NO TO THE FOLLOWING QUESTIONS

If yes to any below, please explain on page 4

1. Have you **EVER** been convicted of a felony, regardless of whether the sentence was suspended, adjudication was withheld, you pled no contest, or the conviction was sealed or expunged?

Yes No

2. Have you **EVER** been convicted of a misdemeanor, regardless of whether the sentence was suspended, adjudication was withheld, you pled no contest, or the conviction was sealed or expunged?

Yes No

3. Have you **EVER** been convicted of any felony or misdemeanor involving perjury or a false statement regardless of whether the sentence was suspended, adjudication was withheld, you pled no contest, or the conviction was sealed or expunged?

Yes No

4. Have you **EVER** received a Dishonorable or an Undesirable Discharge from the U.S. Military?

Yes No

5. Have you **EVER**, in your lifetime, experimented with, used, or possessed any illegal drug? (i.e. marijuana, cocaine, barbiturates, tranquilizers, amphetamines, LSD, Ecstasy, GHB, Mescaline, Psilocybin, glue/solvents, Ketamine, PCP, Opium, heroin, Methadone, steroids, Rohypnol, Spice, etc.)

Yes No

6. Have you **EVER** influenced, persuaded, or attempted to influence or persuade another person to use illegal drugs?

Yes No

7. Have you **EVER** sold, purchased, or offered for sale any illegal drug?

Yes No

Arrests, Summons, Criminal History

Have you **EVER** been arrested, taken into custody, charged, or convicted of any offense(s), either as an **ADULT OR JUVENILE**, regardless of whether by civilian or military authorities, and regardless of whether the charges were dropped, sealed, expunged, or adjudication was withheld?

Date	Violation/Charge	Location	Disposition	Police Agency

Use the space below or additional pages to list any additional information that is necessary to provide a complete answer to any questions in this application.

I hereby certify the answers provided on this application are true and complete to the best of my knowledge. You are hereby authorized to make any investigation of my personal history.

Applicant Signature

Date

The Pinellas County Sheriff’s Office is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, marital status, religion, national origin, gender, veteran status, age, disability, sexual orientation, or any other legally protected status.

EEOC INFORMATION

The Pinellas County Sheriff's Office Guidelines on employee Selection Procedures requires records to be kept by gender and race/ethnic categories defined by the Equal Employment Opportunity Commission (EEOC). The Sheriff's Office Guidelines on employee Selection Procedures have been adopted as final rules by the EEOC, the Office of Personnel Management, the Justice Department, and the Department of Labor.

Pinellas County Sheriff's Office is subject to certain record keeping and reporting requirements for the administration of civil rights laws and regulation. In order to comply with these laws, we invite you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

The information obtained is considered confidential and will only be used in accordance with the provision of applicable laws, the executive orders, and regulation, including those that required the information be summarized and reported to the federal government for civil rights enforcement. The Human Resources Bureau has adopted safeguards to insure that the records required are used for the appropriate purposes within the Bureau such as determining adverse impact or for monitoring our affirmative action program.

The concept of race used by the EEOC does not denote clear-cut, scientific definitions of anthropological origins. Applicants may be included in groups to which he/she appears to belong, identifies with, or is regarded in the community as belonging.

Please choose the appropriate options: **Gender:** Male Female

Non-Hispanic	
<input type="checkbox"/> WHITE (not Hispanic or Latino)	Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
<input type="checkbox"/> BLACK OR AFRICAN-AMERICAN (not Hispanic or Latino)	Persons having origins in any of the black racial groups of Africa
<input type="checkbox"/> ASIAN (not Hispanic or Latino)	Chinese/Chinese-American: Persons having origins in any of the original peoples of China Japanese/Japanese-American: Persons having origins in any of the original peoples of Japan Filipino/Pilipino: Persons having origins in any of the original peoples of the Philippine Islands Pakistani/East Indian: Persons having origins in any of the original peoples of the Indian subcontinent (e.g. India and Pakistan) Other Asian: Persons having origins in any of the original peoples of the Far East (including Korea, Malaysia, Cambodia, Thailand, and Vietnam), and Southeast Asia
<input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE (not Hispanic or Latino)	Persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
<input type="checkbox"/> NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (not Hispanic or Latino)	Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
<input type="checkbox"/> TWO OR MORE RACES/ETHNICITIES (not Hispanic or Latino)	Persons who identify with more than one of the above races/ethnicities
Hispanic or Latino	
<input type="checkbox"/> HISPANIC or LATINO (including Black individuals whose origins are Hispanic)	Mexican/Mexican American/Chicano: Persons of Mexican culture or origin, regardless of race Latin-American/Latino: Persons of Latin America (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin, regardless of race Other Spanish/Spanish American listed above: Persons of Spanish culture or origin, not included in any of the Hispanic categories listed above

I choose not to self-identify

PERSONAL INJURY WAIVER/AUTHORITY FOR RELEASE OF INFORMATION

I respectfully request and authorize you to furnish the Pinellas County Sheriff's Office (PCSO) all Information that you may have concerning my employment record, school record, volunteer records, character, reputation, and arrest records if applicable. I understand I may receive a copy of this report/information upon request.

This information is to be used to assist the Pinellas County Sheriff's Office in determining my participation for the internship program.

I hereby release you, your organization, or others from any liability or damage which may result from furnishing the information requested above.

It is agreed that any misrepresentation or omission by me in this application will be sufficient cause for its cancellation or rejection or dismissal from the internship program of the sheriff's office if I am selected. It is also agreed that I have answered all of the questions on this form completely. If not, this intern application may be rejected.

I also understand that I must update the intern application immediately upon my change of address, change of employment, education program, or any arrest or convictions.

I _____, have read the Personal Inquiry Waiver/Authority for Release of Information and understand and agree that PCSO will be collecting all aforementioned information for the purposes set forth.

COLLECTION AND USE OF SOCIAL SECURITY NUMBER

PCSO will obtain and use your social security number for purposes of this portion of the application process. Your social security number will be used to collect information related to background investigations, including but not limited to fingerprints, FCIC/NCIC check, credit bureau reports, verification of employment and/or volunteer service, local and state records checks, clarification for duplicate names, and verification of military service.

I _____, have read the Collection and Use of Social Security Number and understand the collection and use as set forth above.

Applicant's Signature

Printed

Date