



## COUNTY of LOS ANGELES PROBATION DEPARTMENT

9150 East Imperial Highway, Downey, CA 90242  
"VOLUNTEERS IN SERVICE TO OTHERS"

### COLLEGE INTERNSHIP PROGRAM APPLICATION

WELCOME on behalf of the County of Los Angeles Probation Department. Interns are valued by the Department as partners in our work to rebuild the lives of youth and their families. Adult and youth probationers are entrusted to us by the County of Los Angeles Superior Court and their care and support is governed by federal and state laws and regulations. As a intern, you will undergo a unique application process to ensure compliance and safety for all parties. Your cooperation throughout this process is appreciated. Please follow the instruction below to begin our work together.

#### **PROBATION COLLEGE INTERNSHIP PROGRAM APPLICATION INSTRUCTIONS**

##### **PLEASE READ CAREFULLY**

Interns must be 21 years of age when serving in a juvenile institution or a residential camp. Internship in a field office has an 18 years of age requirement. You must be a citizen of the USA or possess a valid USA Work Permit. Applicants with outstanding warrants are disallowed. Students must be currently enrolled at a partnering college or university and in good academic standing. Must be completing their internships for academic credit to graduate.

There are four stages in the application process that must be successfully completed before you begin your internship.

#### **1 Complete Application**

Fill out form thoroughly completing all fields unless it is not applicable and affix signature at the bottom of page 3.

Once completed save the application under file name:

**Probation Intern Application  
2023 - ADD YOUR NAME  
AFTER THE YEAR**

Email back to Internship Coordinator Ivon Garcia at:

**Ivon.Garcia@probation.lacounty.gov**

Call the coordinator with any questions at: (310) 761-3941.

#### **2 Fingerprints & Photo**

Upon receipt of your application, an electronic fingerprinting appointment will be scheduled for you to begin your processing.

**You must bring a valid photo identification with you to your appointment i.e., driver license, State-issued identification card, passport, or U.S. work permit.**

This service is provided free of charge by the Probation Department Human Resources Division and must be completed at Probation Headquarters located at 9150 E. Imperial Highway in Downey, CA 90242.

#### **3 Background Investigation**

Following fingerprinting, your background is reviewed by the departments professional Standards Division who grants **clearance for volunteers to serve with oversight by probation personnel.**

Upon successful completion of your background investigation, you will be scheduled to report for a mandatory orientation and training session conducted by the Community Relations Office. Denial of clearance decisions are final and are not subject to appeal.

#### **4 Orientation & Training**

**A Department Volunteer Orientation and HIPAA Training Session is mandatory after your clearance and before you begin your volunteer duty.**

During the orientation you will be informed of pertinent rules and regulations governing contact with probationers, complete legal forms and agreements and receive clarification regarding the terms and conditions of your volunteer role.

At the conclusion of this session, you will be presented your official Probation Department ID Card.

**FOR COLLEGE INTERNSHIP QUESTIONS CONTACT US AT:**

**IVON.GARCIA@PROBATION.LACOUNTY.GOV**

**GENERAL INQUIRY: CALL (310) 761-3941 OR (310) 761-3932**

## COLLEGE INTERNSHIP PROGRAM APPLICATION

**FILL OUT APPLICATION THOROUGHLY. USE YOUR NAME AS IT APPEARS ON YOUR DRIVER LICENSE. USE PASSPORT OR WORK PERMIT—NO EXCEPTIONS. ANSWER EVERY QUESTION UNLESS IT IS NOT APPLICABLE AND AFFIX SIGNATURE AT THE BOTTOM OF PAGE 3.**

### COLLEGE INFORMATION

Semester You are Applying for: Spring Summer Fall Winter

College Name: \_\_\_\_\_ College Major: \_\_\_\_\_

College Address: \_\_\_\_\_ Internship Needed for College Credit to Graduate: Yes No

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Program: Undergrad Graduate

College Intern School Advisor Name: \_\_\_\_\_ Advisor Telephone: (\_\_\_\_\_) \_\_\_\_\_

### PERSONAL

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

☐ Male ☐ Female Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

email Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cellular Phone: (\_\_\_\_\_) \_\_\_\_\_

Social Security # \_\_\_\_\_ Valid DMV License or State-issued ID State: \_\_\_\_\_ #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ City/Country of Birth: \_\_\_\_\_ / \_\_\_\_\_

Completion Optional: Ethnicity: \_\_\_\_\_

Highest Grade-Level Completed: \_\_\_\_\_ Other Language (s): \_\_\_\_\_ ☐ Read ☐ Write ☐ Speak

Special training, skills, or major area of study: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer Telephone: (\_\_\_\_\_) \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### EMERGENCY

IS THERE A MEDICAL CONDITION THAT WE SHOULD BE AWARE OF IN CASE OF EMERGENCY? ☐ NO ☐ YES: Explain below:

Emergency Contact Person: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact's Telephone Numbers: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

### Human Resource Only

ID Issued: ☐ Yes ☐ No Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

Date Cleared: \_\_\_\_\_ Disqualification/Separation Date: \_\_\_\_\_

BTS # \_\_\_\_\_ Entry Date: \_\_\_\_\_ BY: \_\_\_\_\_

## VISTO PROGRAM APPLICATION ELIGIBILITY CHECKLIST

Submittal of this application begins the process of a criminal records investigation of your background. You are required to answer every question. **Failure to disclose information accurately and thoroughly is basis for disqualification.**

1. Have you, as a juvenile or adult, **ever** a) been detained by law enforcement; b) been arrested including cases dismissed, fined, convicted, imprisoned; c) been placed on probation, had a suspended sentence; or d) forfeited bail in connection with any offense (misdemeanor or felony) in any criminal, civil or military court of law? *Include any current investigations or pending charges.* ☐ **No** ☐ **Yes:**

**IF YES—provide the following information for each offense. Use a separate sheet if needed.**

Age (At time of action)	Date	Police Department or Court	Charge	Disposition

2. Have you been convicted for use/possession or admitted to use/possession of any controlled substance within the past 5 years?..... ☐ No ☐ Yes
3. Do you have any convictions with elements of violence (assault, battery, mayhem, etc.) within the last 5 years?..... ☐ No ☐ Yes
4. Do you have any convictions relating to the discharge of any weapon (s)?..... ☐ No ☐ Yes
5. Do you have any convictions relating to the possession of any weapon (s)?..... ☐ No ☐ Yes
6. Do you have any convictions or admissions of theft?..... ☐ No ☐ Yes
7. Do you have any convictions or admissions for falsification of public records, including employment records?..... ☐ No ☐ Yes
8. Have you ever been convicted for crimes against property within the last 2 years? ..... ☐ No ☐ Yes
9. Have you ever been convicted for any sex offense?..... ☐ No ☐ Yes
10. Have you ever been convicted for crimes against children? ..... ☐ No ☐ Yes
11. Are you presently on probation, formal or informal, or diversion? (Probation must be terminated 1 year before completion of this application.) ..... ☐ No ☐ Yes
12. Do you have more than 5 vehicle code citations/moving violations, convictions, or at-fault accidents in the last 5 years?..... ☐ No ☐ Yes
13. Have you been convicted of driving under the influence (DUI) in the last 5 years?..... ☐ No ☐ Yes
14. Do you have any outstanding failures to appear?..... ☐ No ☐ Yes
15. Have you been convicted for any hit and run accident in the last 5 years?..... ☐ No ☐ Yes
16. Have you ever forfeited bail in connection with any offense (except traffic tickets involving faulty equipment, parking, hand or traffic signals or speeding) in any criminal, civil or military court of law (including any convictions that were dismissed and all current investigation or pending charges?..... ☐ No ☐ Yes
17. Do you have any outstanding vehicle violations that have been referred to collections?..... ☐ No ☐ Yes

### INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

I hereby certify that all statements made in connection with this application for volunteer work are true and complete. I understand that any false statement(s) of material facts or omissions may subject me to disqualification or dismissal. I hereby authorize the County of Los Angeles Probation Department to obtain a record of my criminal convictions from the California Department of Justice or any other agency that maintains records of criminal convictions.

Print Name

PAGE 3 Signature

Date