



Harris County Juvenile Probation Department

1200 Congress
Houston, TX 77002
Phone: 713-222-4848
Fax: (713) 437-4216



INTERNSHIP APPLICATION

APPLICANT INFORMATION

Name:

Current address:

City:

State:

ZIP Code:

Phone Number:

Email:

Years live in Houston:

Previous address (* if above is less than one year):

Emergency Contact Person and Number:

Do you have any relatives/friends who are presently working for Harris County Juvenile Probation Department at any capacity? (If so, list names)

Do you have any relatives/friends who are presently under the jurisdiction of Harris County Juvenile Probation Department? (If so, list names)

EMPLOYMENT INFORMATION

Current employer:

Employer address:

How long?

Phone:

Position:

Work Schedule:

Is your schedule Flexible? (explain)

EDUCATION INFORMATION

Semester/Year for desired Internship:

Internship Hours Required per semester:

University Name:

Degree:

Advisor's Name & Contact Information:

Major:

Expected Graduation Date:

GPA:

Desired Placement Sites
(no addresses):

1st Choice:

2nd Choice:

3rd Choice:

ADDITIONAL INFORMATION:

What days and times do you plan to complete your internship hours?

Are you taking any additional classes during the semester of the internship? If so, how many and what days and times do the classes meet?

Are you available to intern in the evenings and on some Saturdays? Which evenings?

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Other Language(s) Spoken:

Do you have dependable Transportation? (If so, please explain: vehicle, metro, other, etc.)

GENERAL DATA

Special Skills, hobbies, or other interests:

List organizations with which you are affiliated:

Describe why you want to intern with Harris County Juvenile Probation:

How did you hear about this internship opportunity?

What is your career goal after graduation?

UNIVERSITY REFERENCES

A letter from the University approving this internship for class credit must accompany this application.

MEMO OF UNDERSTANDING

I will respect the principles of confidentiality according to the Federal Privacy Act of 1977 and Chapter 58 of the Texas Family code; and understand that if I release any information about a juvenile, I will not be able to continue as an intern.

I will keep current Automobile Liability Insurance for my personal vehicle during my internship/volunteer service.

I assume complete responsibility for any injuries, physical or mental, which I might sustain during the internship.

I understand and agree that my application will be reviewed. I will submit required references, give my permission for a criminal record check of my background and fingerprinting to be done before my internship/volunteer service. I understand that any false information on my application may be cause for dismissal from the internship/volunteer program. I also understand that this information will be kept in the strictest confidence and only released with my permission.

I understand that I will be expected to attend an orientation session in order to become familiar with necessary policies and procedures. The intern training will be provided by trained staff of the Harris County Juvenile Probation.

Further, I agree to maintain regular communication with my supervising staff member and be reliable in reporting for scheduled assignments.

I understand if I am charged with a criminal offense I must report this information the next working day to my supervisor or program for which I am volunteering. On the same day, the supervisor/program director must report the charge to the office of Administrative Services of the Harris County Juvenile Probation Department. I will perform no other volunteer responsibilities after this criminal offense charge is made until I am given written clearance to do so by HCJPD. HCJPD will evaluate this charge on an individual basis. I understand that depending on the nature and seriousness of the offense, I may be asked to discontinue my activities.

SIGNATURE

Signature of applicant:

Date:



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HCJPD INTERN PLACEMENT SITES

PLEASE INDICATE TOP 3 CHOICES ON YOUR APPLICATION

UNIT	ADDRESS	LOCATION
Intake	1200 Congress St., Houston, TX 77002	Downtown-1 st Floor of Juvenile Justice Center (Must Pay for Parking)
Court Services	1200 Congress St., Houston, TX 77002	Downtown-4 th Floor of Juvenile Justice Center (Must Pay for Parking)
C.U.P.S. 1	2525 Murworth, Houston, TX 77054	NRG Stadium Area; Loop 610 and Kirby
C.U.P.S. 2	9111 Eastex Freeway, Houston, TX 77093	Hwy 59 (Eastex Freeway) and Tidwell-1 st Floor
C.U.P.S. 3	101 S. Richey, Ste A, Pasadena, TX 77506	Pasadena
C.U.P.S. 4	5815 Antoine, Houston, TX 77091	Antoine at Tidwell
C.U.P.S. 5 (YESS Program)	6500 Chimney Rock Rd. Cottage 6 Houston, TX 77081	Off of Chimney Rock and Clarewood (Southwest Houston)
C.U.P.S. 6 (Intensive Supervision-Female Intervention Program)	9111 Eastex Freeway, Houston, TX 77093	Hwy 59 (Eastex Freeway) and Tidwell-1 st Floor
C.U.P.S. 7 (Residential Aftercare Unit; Gang Unit)	2525 Murworth, Houston, TX 77054	NRG Stadium Area; Loop 610 and Kirby
C.U.P.S. 8	1721 Pech Rd., Suite # 207, Houston TX 77055	Spring Branch Area
C.U.P.S. 9 (Sex Offender Unit and Mental Health Unit)	2525 Murworth, Houston, TX 77054	NRG Stadium Area; Loop 610 and Kirby
Service Learning Center	6300 Chimney Rock Rd, Houston, TX 77081	Off of Chimney Rock (near Clarewood) (Southwest Houston)
Harris County Leadership Academy (secure placement for boys)	9120 Katy-Hockley, Katy, Texas 77449	Katy area (facility can be reached via Interstate 10 or Highway 290)
Harris County Youth Village (non-secure placement for boys & girls)	210 JW Mills Rd, Seabrook, TX 77586	Near NASA; off of 45 South and Nasa Rd. 1
Burnett Bayland Rehabilitation Center (secure placement for boys)	6500 A Chimney Rock, Houston, TX 77081	Off of Chimney Rock and Clarewood (Southwest Houston)
C.U.P.S. =Community Unit Probation Services (House Field Services Juvenile Probation Officers)		

For degrees other than Criminal Justice, please make a note on your application.

(Ex. Training, Technology and Systems Development, Education, etc.)



CRIMINAL CHECK FORM
*Harris County Juvenile Probation
 Department*

*Office of Public Affairs
 1200 Congress
 Houston, Texas 77002*

Pursuant to Title 37, Part 11, Chapter 344 of the Texas Administrative Code, the Harris County Juvenile Probation Department (HCJPD) performs fingerprint-based criminal history checks on service providers, interns, volunteers, and mentors. In addition, per HCJPD policy, the department performs initial and annual criminal history checks through TCIC/NCIC and the HCJPD Criminal Check Form assists in facilitating this process. **This form must be completed and signed by the applicant prior to processing both initial and annual criminal history checks.** Please read and complete the following.

REFERRING AGENCY INFORMATION

Date Sent:		Referring Agency:	
Referring Agency Contact:			
Agency Contact Email:			

PURPOSE OF CRIMINAL CHECK

<input type="checkbox"/> New Intern	<input type="checkbox"/> Annual Renewal Intern
<input type="checkbox"/> New Volunteer /Mentor	<input type="checkbox"/> Annual Renewal Volunteer
<input type="checkbox"/> New Vendor	<input type="checkbox"/> Annual Renewal Vendor

INTERN, VOLUNTEER, OR VENDOR INFORMATION

PLEASE ENTER YOUR FULL LEGAL NAME BELOW

FIRST		MIDDLE		LAST	
STREET ADDRESS			CITY	STATE	ZIP
DATE OF BIRTH	SOCIAL SECURITY #	ID Card# / Driver's License #	Issuing State	GENDER	
APPLICANT HOME TELEPHONE #			APPLICANT OTHER CONTACT #		

CRIMINAL CHECK AUTHORIZATION

By virtue of my signature I certify the name, address, personal descriptive information is accurate as recorded on this document and I hereby authorize the Harris County Juvenile Probation Department to perform a criminal history background check.

Signature of Applicant: _____ Date: _____

HCJPD USE ONLY- APPLICANT DO NOT WRITE BELOW THIS LINE

I certify that a records check has been completed on the above listed person. I find them to be:

_____ **ACCEPTABLE** _____ **UNACCEPTABLE**

_____ Date

_____ Signature of Person Completing Check