



MONTEREY COUNTY, CALIFORNIA
SHERIFF'S OFFICE

Proudly protecting the community since 1850.

**INTERNSHIP PROGRAM
 APPLICATION**

1414 Natividad Road, Salinas CA 93906 ■ (831) 755-3700 ■ www.montereysheriff.org

INSTRUCTIONS

Please complete this application and attach a copy of your college/school transcripts.

APPLICANT INFORMATION

1. INTERNSHIP TITLE OR AREA OF INTEREST		2. TODAY'S DATE	
3. LAST NAME		FIRST NAME	MIDDLE INITIAL
MAILING ADDRESS		CITY	STATE
HOME TELEPHONE		WORK TELEPHONE	E-MAIL ADDRESS
DRIVER LICENSE NUMBER		CLASS	EXPIRATION
4. ARE YOU ABLE TO PRODUCE DOCUMENTS THAT VERIFY YOUR RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		5. ARE YOU CURRENTLY A MEMBER OR RETIREEE OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER PARTICIPATED IN THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO
6. ARE YOU CURRENTLY OR HAVE YOU EVER BEEN EMPLOYED BY MONTEREY COUNTY? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please indicate: Dates: _____ Position: _____ Department: _____ Name at time of employment: _____			
7. DO YOU HAVE ANY RELATIVES EMPLOYED BY MONTEREY COUNTY? There may be limitations on the employment of Father, Mother, Brother, Sister, Wife, Husband and Child. Each case is considered separately for potential conflict of interest. If yes, please indicate: Name: _____ Department: _____ Relationship: _____ Name: _____ Department: _____ Relationship: _____			
8. WHAT TYPE OF WORK WILL YOU ACCEPT? <i>Check all that apply.</i> Type of hire: <input type="checkbox"/> UNPAID <input type="checkbox"/> PAID <input type="checkbox"/> EITHER Hours worked: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> ON-CALL Availability: <input type="checkbox"/> SHORT TERM <input type="checkbox"/> ONGOING <input type="checkbox"/> SUMMER ONLY		9. DO YOU REQUIRE SCHOOL OR LICENSING CREDIT? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many hours do you need?	10. HOW SOON ARE YOU AVAILABLE?
11. PLEASE CHECK ALL LOCATIONS WHERE YOU ARE WILLING TO WORK <input type="checkbox"/> SALINAS <input type="checkbox"/> NORTH COUNTY <input type="checkbox"/> BIG SUR COAST <input type="checkbox"/> MONTEREY PENINSULA <input type="checkbox"/> KING CITY / SOUTH COUNTY			
12. SECOND LANGUAGE SKILLS <i>(If you have no second language, skip this question and go to question 16 on the next page)</i> Please indicate your level of skill in the following languages (other than English) by selecting the appropriate letter code in front of the language. Choose only one number code per language. Letter Codes: 1 = I can carry on a conversation freely but cannot read/write 2 = I can carry on a conversation and can read/write Choose the appropriate box below:			
<input type="checkbox"/> 1 <input type="checkbox"/> 2 Spanish	<input type="checkbox"/> 1 <input type="checkbox"/> 2 Tagalog	<input type="checkbox"/> 1 <input type="checkbox"/> 2 Vietnamese	<input type="checkbox"/> 1 <input type="checkbox"/> 2 Japanese
<input type="checkbox"/> 1 <input type="checkbox"/> 2 Ilocano	<input type="checkbox"/> 1 <input type="checkbox"/> 2 Korean	<input type="checkbox"/> 1 <input type="checkbox"/> 2 Cambodian	<input type="checkbox"/> 1 <input type="checkbox"/> 2 Mixteco
<input type="checkbox"/> 1 <input type="checkbox"/> 2 Oaxacan	<input type="checkbox"/> 1 <input type="checkbox"/> 2 Triqui	<input type="checkbox"/> 1 <input type="checkbox"/> 2 Chinese-Mandarin	

13. EDUCATION AND TRAINING SUMMARY NAME

Colleges, Vocational or Technical Schools	Major/Minor/Concentration	Expected Date of Completion	Type of Degree/Certificate Awarded
Licenses and Certificates (State, Professional, Trade, etc. which are required or have transferrable skills for this position)			
Description	Issued by	Number	Expiration Date

14. KNOWLEDGE, SKILLS AND ABILITIES (Check all that apply)

MS Word	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	Access	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	Internet	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
Excel	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	PowerPoint	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	Other	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced

15. EMPLOYMENT HISTORY (Begin with your present or most recent job, internship, volunteer work, and/or military experience)

Employer	Address		Telephone	From-To Dates
Supervisor's Name	Supervisor's Title	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Salary
Reason for Leaving	Job Title	Your Duties		

Employer	Address		Telephone	From-To Dates
Supervisor's Name	Supervisor's Title	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Salary
Reason for Leaving	Job Title	Your Duties		

Employer	Address		Telephone	From-To Dates
Supervisor's Name	Supervisor's Title	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Salary
Reason for Leaving	Job Title	Your Duties		

16. I UNDERSTAND AND ACKNOWLEDGE THAT IF I SHOULD BE OFFERED AN INTERNSHIP WITH MONTEREY COUNTY, I MAY BE REQUIRED TO SUCCESSFULLY PASS A PRE-EMPLOYMENT DRUG TEST AND A BACKGROUND INVESTIGATION AS A CONDITION OF MY INTERNSHIP WITH THE COUNTY; AND I UNDERSTAND THAT AN INTERNSHIP OFFERS WORK EXPERIENCE WITH NO BENEFITS OR GUARANTEE OF PERMANENT EMPLOYMENT WITH THE COUNTY; I UNDERSTAND THAT INTERNS ARE "AT WILL", TEMPORARY EMPLOYEES (WHETHER PAID OR UNPAID) WHO MAY BE TERMINATED WITHOUT CAUSE, AND I HEREBY CERTIFY THAT ALL INFORMATION OR OMISSION OF ANY MATERIAL FACT ON THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT FALSIFICATION OF INFORMATION ON THIS APPLICATION MAY LEAD TO INELIGIBILITY OR TERMINATION FROM MY INTERNSHIP.

Please note: interns are not authorized to operate any Monterey County Sheriff's Vehicle

Signature of Student Applicant

Date

EQUAL EMPLOYMENT OPPORTUNITY SELF-IDENTIFICATION FORM

This form will be detached from your internship application and will be treated as confidential. In order to achieve and maintain employment opportunity, the County of Monterey requires all persons to complete this portion of the application. The information in this portion will be used to enable the County of Monterey to achieve and maintain equality between its work force and the county labor force.

1. ETHNIC CATEGORY (Choose only one)

- WHITE (not of Hispanic origin)
All persons having origins in any of the original people of Europe, North Africa or the Middle East
- BLACK (not of Hispanic origin)
All persons having origins in any of the Black racial groups of Africa
- HISPANIC
All persons of Cubans, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race
- ASIAN or PACIFIC ISLANDER
All persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent, or Pacific Islands. Does not include Filipinos.
- FILIPINO
All persons having origins in the peoples of the Philippine Islands
- AMERICAN INDIAN or ALASKAN NATIVE
All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition

2. GENDER

- MALE FEMALE

4. DO YOU REQUIRE SPECIAL ACCOMMODATION?

- YES NO

5. JOB SOURCE INFORMATION

I learned about this job opening through: *(check the appropriate box)*

- Friend / Relative
- County Employee
- County Intern Bulletin
- Organization / Group (please specify): _____
- Advertisement (please specify which paper/magazine/radio) _____
- Website - Monterey County
- Website - Sheriff's Office
- Website - Other (please specify): _____

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- MINI FINANCIAL