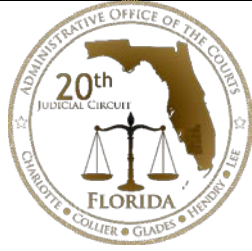


**TWENTIETH JUDICIAL CIRCUIT  
ADMINISTRATIVE OFFICE OF THE COURTS  
INTERNSHIP/EXTERNSHIP PROGRAM  
INSTRUCTIONS**

***THIS PACKET IS TO BE USED BY INDIVIDUALS WHO HAVE ALREADY BEEN REFERRED TO THE  
INTERNSHIP PROGRAM AT THE TWENTIETH JUDICIAL CIRCUIT.***

***Please complete this document electronically. File must be downloaded to make documents fillable.***

***Copy of state-issued picture id, or a passport, and a background check is required to make the  
application packet complete. Please forward application packet and identification items,  
electronically to [HumanResources@ca.cjis20.org](mailto:HumanResources@ca.cjis20.org)***



**Florida State Courts, Twentieth Judicial Circuit**  
**Administrative Office of the Courts**  
**AOC Human Resources, Room 201,**  
**Justice Center Annex**  
**1700 Monroe Street**  
**Fort Myers, Florida – 33901**  
<http://www.ca.cjis20.org>

Received:

**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

Experience

Training

Other: \_\_\_\_\_

### PERSONAL INFORMATION

<b>Position Title:</b>		<b>Job Number:</b>
<b>Name:</b> (Last, First, Middle)		<b>Date and Month of Birth:</b>
<b>Address:</b> (Street, City, Zip Code)		
<b>Home Phone:</b>		
<b>Email Address:</b>		<b>Notification Preference:</b>
<b>Driver's License:</b>	<b>Legal Right To Work In The United States?:</b>  Yes                  No	<b>Highest Level Of Education:</b>

### EDUCATION

<b>High School:</b>	<b>Degree Awarded:</b>	<b>City/State:</b>
<b>College:</b>	<b>Degree Awarded:</b>	<b>City/State:</b>

**WORK EXPERIENCE**

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**CERTIFICATES AND LICENSES**

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**SKILLS**

**Office Skills:**

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**Other Skills:**

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**Language(s):**

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**REFERENCES**

**Name:**

**Occupation:**

**Phone:**

**Name:**

**Occupation:**

**Phone:**


## Agency – Wide Questions

1. Please type your First and Last Name:
  
2. County of Interest?
  
3. If selected for internship date available to begin work?
  
4. Pursuant to Florida Statutes and procedures adopted by the Court Administrator, personnel records, job applications, and accompanying documents, shall be open for public inspection. Are you exempt from public records disclosure under Section 119.07, F.S.? (You may view Florida Statutes at <http://www.leg.state.fl.us/statutes>).
  
5. Have you ever worked for the Administrative Office of the Courts, Twentieth Judicial Circuit before?
  
6. Do you have any relatives or immediate household members working for the Administrative Office of the Courts in the Twentieth Judicial Circuit?
  
7. I understand that any information I give may be investigated as allowed by law. I understand that I must submit to fingerprinting as a condition of employment. Fingerprinting is required for the purpose of conducting Florida Criminal Information Center (FCIC) and National Criminal Information Center (NCIC) record checks. Do you allow all information on the application to be investigated and agree to submit to fingerprinting within ten days if hired?
  
8. Have you ever been convicted of a felony or a first degree misdemeanor?
  
9. If you answered "Yes" to question #8 list the charges, where you were convicted, and the date of conviction. (A yes answer will not automatically bar you from employment. The nature, job relatedness, severity, and date of the offense in relation to the position for which you are applying are considered). If you answered "No" to question #8, please respond Does Not Apply
  
10. Have you ever pled nolo contendere or pled guilty to a crime which is a felony or first degree misdemeanor?

11. If you answered "yes" to question #10 list the charges, where you pled and the date of the plea. (A yes answer will not automatically bar you from employment. The nature, job relatedness, severity, and date of the offense in relation to the position for which you are applying are considered). If you answered "No" to question #10, please respond Does Not Apply
  
12. Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor?
  
13. If you answered "yes" to question #12, type the charges, where and the date. (A yes answer will not automatically bar you from employment. The nature, job relatedness, severity, and date of the offense in relation to the position for which you are applying are considered). If you answered "No" to question #12, please respond Does Not Apply
  
14. Please provide any additional information relative to name change, use of an assumed name, or a nickname to enable a check on your work, education, and criminal background record. List other names below:
  
15. Are you a US Citizen or are you legally authorized to work in the US?
  
16. The Administrative Office of the Courts for the 20th Judicial Circuit uses E-Verify to verify employment eligibility of all personnel hired. Do you acknowledge that IF HIRED, the information provided by you to complete the 1-9 form will be verified with the Department of Homeland Security and Social Security Administration via E-Verify?
  
17. I understand that for my application to be considered, I must thoroughly complete the work experience and education portions of the application form to demonstrate my qualifications for this job.
  
18. As an applicant for a position with the Administrative Office of the Courts, I have a right to request an accommodation that is reasonable under the Americans with Disabilities Act (ADA) if it is necessary in order for me to participate in the interview and/or testing process. Visit the EEOC website for applicable information regarding applicants and the Americans with Disabilities Act at <https://www.eeoc.gov/facts/jobapplicant>. ADA accommodation requests may be made by contacting the Chief of Personnel Services at 239-533-1705 or by sending an email to [humanresources@ca.cjis20.org](mailto:humanresources@ca.cjis20.org) to make the applicable request within a reasonable amount of time which would allow for such request to be considered prior to the scheduled event. I understand this statement.

### **Job Specific Supplemental Questions**

1. Please type your First & Last Name below.
2. Which element(s) of Court Administration are you interested in serving as an Intern/Extern? If you have made previous arrangements with a Judge and/or Magistrate, please indicate their name below.  
1 - Judicial (Judge or Magistrate) 2 - Staff Attorney (Law Clerk to Judiciary) 3 - Ave Maria Internship
3. What is your current academic standing? Enrolled in a two-year Community College? Freshman at a four year accredited college or university? Sophomore at a four-year accredited college or university? Junior at a four-year accredited college or university? Senior at a four-year accredited college or university? Enrolled in a Master's Degree Program? Graduated with a Master's Degree? I am currently a second year law student? I am currently a first year law student?
4. What is your Major in undergrad and/or graduate school?
5. What is your desired length of time to Intern?
6. What days and/or hours would you be available to Intern?
7. Briefly describe your experience in a customer service environment dealing directly with the general public.
8. Briefly describe your experience researching information and/or compiling data.
9. Briefly describe your experience writing reports or preparing written correspondence.
10. Please describe your experience using Microsoft Word, Excel, and Outlook.

11. STATEMENT BY APPLICANT - I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for an Internship and/or volunteering; and if I am accepted as a volunteer or intern, may be grounds for termination at a later date. I understand that any information I give may be Investigated as allowed by law. I consent to the release of Information about my ability and fitness for volunteering and/or internship by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees for volunteer and/or intern purposes. I understand that names and qualifications of persons applying to serve as volunteers and/or unpaid Interns for the court are public records. Applications for paid interns are open for public inspection pursuant to Chapter 119, Fla. Statutes. I certify that to the best of my knowledge, all of the statements contained herein and on any attachments are true, complete, and made in good faith. Further, I understand and agree that if accepted as a volunteer and/or intern it is "at-will" and for no definite period and may be terminated at any time.

By clicking on the 1Accept1 button, I certify that to the best of my knowledge, all of the statements contained herein and on any attachments are true, complete, and made in good faith. I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations: to investigators, personnel staff, and other authorized employees for employment purposes. I understand that applications submitted for employment are public records as well as any and all accompanying documents. I understand that this completed application is the property of Administration Office of the Court (AOC) and will not be returned. I understand that it is my responsibility to keep my application information up-to-date prior to submitting it for consideration and understand that the Human Resources department employees do not have the ability to change any information for me. Further, I understand and agree that if hired, my employment is "at-will" and for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time. I acknowledge that the AOC participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security employee's Form 1-9 to confirm work authorization.

This application was submitted by \_\_\_\_\_ (printed name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_