

# United States Probation Office Middle District of Pennsylvania

## Internship Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State Zip Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Anticipated end date: \_\_\_\_\_ SSN: \_\_\_\_\_

Preferred Location: No Preference

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

### Education

High School: \_\_\_\_\_ GPA: \_\_\_\_\_

Under Graduate: \_\_\_\_\_ GPA: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO

College: \_\_\_\_\_ GPA: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references, including one academic reference.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain:

\_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Background Questions**

1. Have you been convicted, imprisoned, on probation or on parole? (Include felonies, firearms or explosives violations, misdemeanors and all other offences)

YES  NO

If yes, provide the date, explanation of violation, place or occurrence, and name/address of police department or court:

2. Have you been convicted by a military court-martial in the past 10 years?  
*If yes, provide the date, explanation of violation, place of occurrence and name/address of military authority or court.* YES  NO

3. Are you now under charges for any violation of law?  
*If yes, provide the date, explanation of violation, place of occurrence and name/address of police department or court.* YES  NO

4. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?  
*If yes, provide the date, explanation of problem, reason for leaving and employer's name/address.* YES  NO

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to an internship with the USPO, I understand that false or misleading information in my application or interview may result in my release, and that information contained herein may be used for investigation.*

*I authorize individuals listed as references as well as current and former employers to release information regarding my character, work history and other pertinent information.*

*I understand that if selected for an internship with the USPO, I will be fingerprinted for analysis by the Federal Bureau of Investigations. My internship will be contingent upon acceptable results of the investigation.*

*Any work performed by me for the USPO during the course of the internship will be done so without monetary compensation.*

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

Items that you should forward to the appropriate office:

- 1. Application
- 2. Resume
- 3. Two educational letters of recommendation
- 4. One personal letter of recommendation
- 5. High school transcripts
- 6. College transcripts

Please submit your application materials to:

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| U.S. Probation Office –<br>Middle District of Pennsylvania<br>P.O. Box 805<br>Harrisburg, PA<br>17109-0805 | U.S. Probation Office –<br>Middle District of Pennsylvania<br>P.O. Box 191<br>Scranton, PA<br>18501-0191 | Wilkes Barre and Williamsport Applicants<br>U.S. Probation Office –<br>Middle District of Pennsylvania<br>197 South Main Street Room 201<br>Wilkes Barre, PA<br>18701-1500 |
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