



**STATE OF MISSOURI  
FAMILY COURT, 31<sup>ST</sup> JUDICIAL CIRCUIT  
JUVENILE DIVISION**

1111 North Robberson  
Springfield, MO 65802  
Phone: 417-868-4008 Fax:417-868-4119

***Thank you for your interest in volunteering with  
The Greene County Family Courts  
Domestic Relations & Juvenile Division***

The Greene County Family Court offers many opportunities for college students to give their time and talents for the benefit of our youth. Students can earn course credits, and can add to their professional experience, and field exposure through student internships. Students are able to work in a variety of settings with individual youth or groups monitored by an employee.

**APPLICATION & REVIEW PROCESS**

**APPLICATION**

On the next page, you will find an application that needs to be completely filled out. Applications may be returned by fax, mail or delivered in person. Once we have received your application, you will be contacted to provide additional information and to schedule an interview to determine suitability and placement of your internship position.

**FACILITY OR OFFICE TOUR**

At any time during the application process, if you want to tour a particular office or facility, this can be arranged. This can also occur at the time of your assignment interview (see below).

**REFERENCE CHECK**

The Greene County Family Court will contact your references. Please be sure all contact information is correct for individuals listed.

**ASSIGNMENT INTERVIEW**

The staff assigned to supervising you in your position will contact you to set up an interview where hours, location, duties, and Department rules, regulations and protocols will be discussed.

**WAIVERS AND OTHER DOCUMENTATION**

Prior to accepting a volunteer or internship position, The Greene County Family Court requires that you review and sign documentation that ensures you will protect the confidentiality of the youth and families we serve, and that you attest that all information that has been provided in the application and interview is true and accurate to the best of your knowledge. A photocopy of your driver's license, ID card, or other appropriate identification will be needed.

<b>INTERN/VOLUNTEER APPLICATION</b>
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**Instructions:**

Print out and either fax or send a completed application to Bill Prince at The Greene County Juvenile Office.

**TODAY'S DATE:** \_\_\_\_\_

**REFERRAL SOURCE:** *Please check one:*

- Family/Friend     
  Job/ Volunteer Fair     
  Greene County Website  
 Greene County Employee/ Name \_\_\_\_\_
  Other/List \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City/ State & Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female  Non-binary  Wish not to disclose

Please list language fluency and level (conversational, fluent): \_\_\_\_\_

**EMERGENCY CONTACT**

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

Home Telephone: \_\_\_\_\_ Cell/ Work Telephone: \_\_\_\_\_

**TRAVEL**

- Please check if applicable:  I have a valid driver's license       I have a vehicle for transportation
- I will be using public transportation or ride sharing

**EDUCATION and TRAINING**

High School Diploma or GED?  Yes  No      If no, highest grade completed: \_\_\_\_\_

High School/ City and State: \_\_\_\_\_

College/ University /Trade/ Technical Graduate?  Yes  No

If no, give total credits earned \_\_\_\_\_ and/ or expected graduation: \_\_\_\_\_

Name of Institution & State: \_\_\_\_\_

Major(s)/ Course of Study: \_\_\_\_\_

**INTERNSHIPS:** Please indicate the following:

College, University or other sponsor: \_\_\_\_\_

College/University Field Internship Supervisor: \_\_\_\_\_

Number of hours to be completed: \_\_\_\_\_ Completion date: \_\_\_\_\_

- Fall Semester
- Spring Semester
- Summer

Hours of availability: (Weekdays & Weekends) \_\_\_\_\_

**AREAS OF INTEREST** - Please review the website for more information about specific departments in the Juvenile Office.

Juvenile Office

- Case Management (Diversion, Abuse & Neglect, Delinquency)
- Greene County Youth Academy (Alternative School / Day Programming)
- Youth Detention Center
- Legal Services
- Quality Services / Research Department

Family Court

- Domestic Relations Cases (Divorce, Paternity, Family Access Motions)

Please list top 3 preferences: 1<sup>st</sup>) \_\_\_\_\_, 2<sup>nd</sup>) \_\_\_\_\_,  
3<sup>rd</sup>) \_\_\_\_\_

**PLEASE USE ADDITIONAL PAGES OR SPACE TO ANSWER THE FOLLOWING QUESTIONS**

Please tell us how being a volunteer or intern fits into your career, educational or personal goals.

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Please briefly explain your specific interest in interning with The Greene County Family Courts.

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List any professional, recreational hobbies, or skills which you feel are applicable to your internship.

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Please explain any medical condition, or disability for which you may need special accommodations.

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Please list and explain the charge and circumstances of any adult convictions (other than a minor traffic violation) for which you were convicted, pled guilty or nolo contendere.

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**PERSONAL REFERENCE:**

Name: \_\_\_\_\_  
 Preferred Telephone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_

**PROFESSIONAL REFERENCE:**

Name: \_\_\_\_\_  
 Preferred Telephone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_

**EMPLOYMENT REFERENCE:**

Employer: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/ State/ Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ Position Held: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**RESUME**

A resume is required and is helpful in the review of your application. Please send your resume electronically with your application, or if using US Postal service, please include it with your application. You may also personally deliver this application along with the resume to the Greene County Juvenile Office.

**CERTIFICATION OF APPLICANT AND AUTHORIZATION FOR RELEASE OF INFORMATION**

Please read the statement below carefully. Your signature indicates that you fully understand and agree to the provisions of each statement.

I certify that all statements made on this application are true and correct to the best of my knowledge. I understand that any false or inaccurate information could result in disqualification of this application and/or termination of internship/volunteer status with Greene County.

In consideration of being an intern/volunteer, I agree to conform to the policies, procedures, and regulations of Greene County.

I, the undersigned, do hereby authorize Greene County to conduct an investigation in respect to my application and release the county, my college/university, my former employers, and personal references from any liability for damage caused by giving and receiving information or opinions as to my employment or character. Any information obtained through former employers and/or personal references will become the property of Greene County.

I, the undersigned, do hereby authorize the release of any information which pertains to records of convictions for law violations, including felony, misdemeanor and traffic violations, and agree to hold Greene County harmless and in no event shall the county be liable to me for special, indirect or consequential damages for the refusal of acceptance of obtaining an internship.

I further understand that any offer for an internship is conditioned upon the results of reference checks, and, if a requirement of the position, police record checks, and background checks.

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