



**STATE OF MISSOURI
FAMILY COURT, 31ST JUDICIAL CIRCUIT
JUVENILE DIVISION**

1111 North Robberson
Springfield, MO 65802
Phone: 417-868-4008 Fax: 417-829-6160

***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.

INTERN/VOLUNTEER APPLICATION

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: 1st) _____, 2nd) _____,

3rd) _____

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.

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

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

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

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.

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: _____