



**STATE OF CONNECTICUT DIVISION OF CRIMINAL JUSTICE  
APPLICATION FOR INTERNSHIP / VOLUNTEER SERVICE**

**APPLICATION INSTRUCTIONS**

Please attach a letter of interest, resume and copy of school transcript to this application.  
Return this form to: Division of Criminal Justice, Attn: Ngina McMillian, 300 Corporate Place, Rocky Hill, CT 06067  
or email to: [DCJ.internship@ct.gov](mailto:DCJ.internship@ct.gov)

**PERSONAL INFORMATION**

Last:	First:	M.I.:	Date:
Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Date of Birth:	Place of Birth:		
Driver's License Number:	State Driver's License Issued By:		
Semester you are applying for: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>			

Have you ever been convicted of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	
Do you have any cases pending in CT or any other state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	

**EDUCATIONAL INFORMATION**

Name of School:	
Address:	
Major/Concentration:	
Current Education Level:	Graduation Date:

Please explain why you would like to intern/volunteer with the Division of Criminal Justice:

Availability: Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/>	Number of Hours Per Week:
Preferred Locations:	

**REFERENCES**

Name:	Type of Reference:		
Address:			
City:	State:	Zip Code:	
Phone/Email:			
Name:	Type of Reference:		
Address:			
City:	State:	Zip Code:	
Phone/Email:			

**EMERGENCY CONTACT INFORMATION**

Name:	Relationship:		
Address:			
City:	State:	Zip Code:	
Phone/Email:			

**AFFIRMATIVE ACTION / EQUAL OPPORTUNITY SUPPLEMENT  
VOLUNTARY QUESTIONS**

**Do you have a disability (as defined in the Americans with Disabilities Act as a physical or mental impairment which subsequently limits a major life activity)?**    Yes    No

**Gender:**    Male    Female

**Race/Ethnic Background:**

**White (not of Hispanic Origin):** Persons having origins in any of the peoples of Europe, North Africa or the Middle East.

**Black (not of Hispanic Origin):** Persons having origins in any of the black racial groups of Africa.

**Hispanic:** Persons of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

**Veteran Status:**

Veteran    Disabled Veteran    Not a Veteran    Unknown

**How did you learn about DCJ Internship/Volunteer opportunities?:**

DCJ Website

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

School/Career Services

DCJ Employee: \_\_\_\_\_

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

Upon offer of internship/volunteer service, I authorize the Connecticut Division of Criminal Justice to conduct verification of education records, criminal history records, previous employment and to contact personal references. I hereby authorize persons, schools, former employers and other organizations to release to the Connecticut Division of Criminal Justice information that may be requested. I agree to discharge the Connecticut Division of Criminal Justice and its employees from any claims, damages and liabilities arising from the retrieval, reporting or dissemination of information authorized by this release.

My signature below attests to the accuracy of the information provided on this form. If this application leads to an internship/volunteer service, I understand that false or misleading information in my application or interview may result in my release.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_