



**Eighth Judicial Circuit
Administrative Office of the Courts
Internship/Externship Program
Instructions**

This packet is to be used by individuals who have already been accepted into the Internship / Externship Program at the Eighth Judicial Circuit.

Please complete these documents electronically. File must be downloaded to make documents fillable. Please note that in addition to the information in this packet a background check is required. In order to receive the necessary paperwork to obtain the background check, please email employment@circuit8.org and request a Background Information Sheet; it will be sent via email in pdf format. You will sign this form in the presence of an Alachua County Sheriff's Office staff member before being fingerprinted.

Copy of state-issued picture ID, or a passport, and social security card is also required to make the packet complete. Please forward identification items, the Background Information Sheet and fingerprint card received from the Alachua County Sheriff's Office electronically to employment@circuit8.org, by mail, or in person to Human Resources, Alachua County Courthouse, 201 East University Avenue, Room 414A, Gainesville, Florida 32601, or via interoffice mail on your first day.



**Eighth Judicial Circuit
Administrative Office of the Courts
Internship/Externship Program
Application**

Personal Information

Name: _____ Driver's License #: _____ US Citizen: Yes No
Mailing Address: _____ Email Address: _____
Home Phone: _____ Work Phone: _____ Mobile Phone: _____
Length of Residence in Alachua County: _____ Hometown: _____
Major: _____ Classification: _____
GPA: _____ Anticipated Graduation Date: _____
Emergency Contact 1: _____ Relationship: _____ Phone Number: _____
Emergency Contact 1: _____ Relationship: _____ Phone Number: _____
Are you able to perform the functions of this job with or without reasonable accommodation?: Yes No
Are you willing to submit to a background check in connection with this application?: Yes No
Tentative start date: _____ Coordinator: _____ Office Assigned: _____
Are you presently employed? Yes No
Will you be employed during your internship/externship?: Yes No
How were you made aware of this Internship/Externship Program?: _____

Education

High School: _____ Years Completed: _____ City/State: _____
College: _____ Years Completed: _____ City/State: _____

References *list three reliable references*

Name: _____ Occupation: _____ Phone: _____
Name: _____ Occupation: _____ Phone: _____
Name: _____ Occupation: _____ Phone: _____

Special Skills and Qualifications

Please summarize job-related skills or qualifications acquired from employment or other experience.

Please include a short statement as to why you wish to participate in this Internship/Externship Program.



**Eighth Judicial Circuit
Administrative Office of the Courts
Internship/Externship Program
Code of Ethics**

Court Administration externs/interns are subject to a [code of ethics](#) similar to that of Court Administration's paid professional personnel. Externs/Interns are expected to do their assigned tasks and to be accountable for the quantity and quality of their work.

Externs/Interns make a firm commitment of their time, talents and skills for a definite period of time. They are expected to be faithful to that commitment. If they cannot report for work, they are expected to notify their supervisor or someone in Court Administration.

Externs/Interns are expected to conduct themselves in a professional manner with dignity and courtesy at all times.

Externs/Interns are expected to keep *strictly confidential* all information they may learn directly or indirectly about a case.

Externs/Interns are expected to take any problems, criticisms, or suggestions they may have directly to their supervisor or the Human Resources Department.

Externs/Interns are expected to bring to their work an attitude of open-mindedness and a willingness to be trained and supervised. They are expected to follow department policies and procedures.

Each person whether paid or unpaid, brings their own unique gifts to the department. As a whole, they enrich the department and civilians that they come into contact with. Cooperation is expected of each person as they work together.

Externs/Interns are expected to attend conferences and meetings as directed by their supervisor or notify their supervisor in advance when this is not possible. They are also expected to keep simple records, such as a time sheet.

I have read this Code of Ethics and agree to abide by it.

Signature
(Please type your name to sign electronically)

Date



**Eighth Judicial Circuit
Administrative Office of the Courts
Internship/Externship Program
Statement of Good Moral Character**

State of Florida
County of ALACHUA

As an application for internship/externship in a position of trust with the Administrative Office of the Courts, I hereby attest to meeting the requirements, that I am of good moral character, that I have not been found guilty of, regardless of adjudication, or having entered a plea of nolo contendere or guilty to, any felony, prohibited under any of the following provisions of the Florida Statutes or under similar statutes of other jurisdictions, or having had a finding of delinquency or entered a plea of nolo contendere or plea amounting to an admission of guilty to a petition alleging delinquency pursuant to Part II, Chapter 39, Florida Statutes, or similar statutes of other jurisdictions, for any of the following acts, regardless of adjudication or disposition.

- | | | |
|---------------------------|---------|--|
| Florida Statutes, Section | 782.04 | relating to murder |
| | 782.07 | relating to manslaughter |
| | 782.071 | relating to vehicular homicide |
| | 782.09 | relating to killing of unborn child by injury to the mother |
| | 784.011 | relating to assault, if the victim of the offense is a minor |
| | 784.021 | relating to aggravated assault |
| | 784.03 | relating to battery, if the victim of the offense is a minor |
| | 784.045 | relating to aggravated battery |
| | 787.01 | relating to kidnapping |
| | 782.02 | relating to false imprisonment |
| | 787.04 | relating to removing children from the State concealing children contrary to court order |
| | 794.011 | relating to sexual battery |
| | 794.041 | relating to prohibited acts of persons in familial or custodial authority |
| Florida Statutes, Chapter | 796 | relating to prostitution |
| Section | 798.02 | relating to lewd and lascivious behavior |
| Chapter | 800 | relating to lewdness and indecent exposure |
| | 806.01 | relating to arson |
| | 812.31 | relating to robbery |
| | 826.04 | relating to incest |
| | 827.03 | relating to aggravated child abuse |
| | 827.04 | relating to child abuse |
| | 827.05 | relating to negligent treatment of children |
| | 827.071 | relating to sexual performance by a child |
| | 827.09 | relating to abuse, neglect or exploitation of aged or disabled adults |
| Florida Statutes, Chapter | 847 | relating to obscene literature |
| Chapter | 893 | relating to drug abuse prevention and control if the offense was a felony or if any other person involved in the offense was a minor |

I further attest that I have not been judicially determined to have committed abuse against a child as defined in Section 39.01(2) and (7) Florida Statutes, or to have a substantiated, indicated report of abuse as defined in Chapter 415, Florida Statutes, or to have committed an act which constitutes domestic violence as defined in Section 741.30 Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing, and the facts alleged and agree to inform my supervisor immediately if arrested for any of the disqualifying offenses while an intern/extern with the court.

Signature
(Please type your name to sign electronically)

Date



**Eighth Judicial Circuit
Administrative Office of the Courts
Internship/Externship Program
Criminal Background Receipt of Policy**

I understand that Court Administration externs/interns are subject to a criminal history record check similar to that of Court Administration's paid professional personnel.

I understand I will be required to submit to fingerprinting at the Alachua County Sheriff's Office, and that refusal to do so for the use in conducting a criminal background check is grounds for refusal into the internship/externship program.

I hereby acknowledge that I have read, and understand the Eighth Judicial Circuit's [Criminal History Record Check](#) (Administrative Order No. 10.05).

Signature
(Please type your name to sign electronically)

Date



**Eighth Judicial Circuit
Administrative Office of the Courts
Internship/Externship Program
Acceptable Computer Use Policy Receipt**

I hereby acknowledge that I have read, and understand the Eighth Judicial Circuit's [Acceptable Computer Use Policies](#) (Administrative Order No. 10.07).

Signature
(Please type your name to sign electronically)

Date



**Eighth Judicial Circuit
Administrative Office of the Courts
Internship/Externship Program
Submittal**

- [] I acknowledge that copies of driver's license (or other state-issued picture ID), or a passport and social security card is also required and will be emailed separately to employment@circuit8.org; or sent by mail, or delivered in person to Human Resources, Alachua County Courthouse, 201 East University Avenue, Room 414A, Gainesville, Florida 32601.
- [] I acknowledge that I will electronically request the necessary information to submit to a background check and will have the process complete at least three (3) business days before start of internship/externship.

Submit

Human Resources, Alachua County Courthouse,
201 E. University Avenue, Room 410, Gainesville, FL 32601
employment@circuit8.org