

INTERNSHIP/EXTERNSHIP/VOLUNTEER APPLICATION (FORM A)

This form/application shall be used for all internships/externships or volunteer opportunities

The Fifth Judicial Circuit of Florida (“internship/externship/volunteer agency”) agrees to offer _____ (name of candidate/applicant) an internship/externship/volunteer opportunity in the following county and department:

___ Citrus County ___ Hernando County ___ Lake County ___ Marion County ___ Sumter County

Departments:

- ___ Court Administration
- ___ Case Management (Family law and Civil litigation)
- ___ Mediation
- ___ Alternative Courts (Drug Court, Mental Health Court, Veteran’s Court)
- ___ Finance and Accounting (available in Lake or Marion County only)
- ___ Court Interpreting (available in Hernando, Lake or Marion Counties only)
- ___ Court Reporting (available in Hernando, Lake or Marion Counties only)
- ___ Legal Department (either in the Office of the General Counsel or Staff Attorney Office)

- 1. Applicant understands that they are not employees of the internship agency and are not eligible to receive any compensation or benefits.**
- 2. Applicant understands that interns are not entitled to employment upon completion of internship.**
3. Applicant understands that any work to be done under this agreement is for the sole purpose of enhancing the intern’s educational experience and is for the sole benefit of the intern.
4. Applicant understands that internship will require extensive training and will not immediately benefit the internship agency.
5. Applicant understands that any materials created by the intern under this agreement shall remain the sole property of the internship agency, to be used as intern agency personnel may decide, without any compensation.
6. Applicant understands that this internship/externship/volunteer opportunity will begin _____, and will end _____. The internship agency reserves the right to terminate this agreement at any time.
7. Applicant supervision will be directed by _____ (division manager), and on-site supervision will be administered by _____.
8. Applicant understands that the tasks performed are part of a planned scheduled program of educational work and that absence from work necessitates re-planning and rescheduling of the educational work expected of that intern. Therefore, in case of sickness or other emergency that necessitates the intern’s absence, the internship agency shall be notified by telephone as early as possible.
9. The Applicant will sign and submit a written report on the internship experience with the internship

agency on-site supervisor, on the last day of the internship, and the supervisor will forward an additional copy to the office of the General Counsel. The report must include the knowledge and experience gained through the internship as well as the associated training. Journals may be submitted in lieu of a report, with prior approval from the intern supervisor.

10. Applicant understands, agrees, and has been provided with a signed copy of the "Orientation Factsheet" and the "Confidentiality Agreement;" and intern agrees, understands, completed, and received a signed copy of the "Internship Intake Worksheet."

I have read, discussed, understand, agree and attest to the veracity of the information contained in this intake form.

Applicant for the Fifth Judicial Circuit, _____, [Print Intern Name] on this _____ day of _____, 201__.

[Intern Signature]
Intern for the Fifth Judicial Circuit

ALL OF THE ABOVE INFORMATION HAS BEEN DISCUSSED, ACCEPTED, AND VERIFIED BY:

On Site Supervisor (Print)

On Site Supervisor (Sign)
Title: _____
County: _____

Verified for legal sufficiency and accuracy on behalf of the Fifth Judicial Circuit on this _____ day of _____, 201__.

By:

Grace A. Fagan
General Counsel for
the Fifth Judicial Circuit