



**LIVINGSTON COUNTY PROBATION DEPARTMENT**

*Livingston County Government Center*

*6 Court Street - Room 101*

*Geneseo, N.Y. 14454-1043*

*585-243-7190*

*Fax 585-243-7169*

*Lynne C. Mignemi  
Probation Director*

*Liz Laney  
Jason G. Varno  
Probation Supervisors*

**INTERNSHIP APPLICATION**

**Please note the following:**

- **We will only review applications for Junior or Senior students, who are required to complete internships.**
- **Applications that are not fully completed will not be considered.**
- **Interns must be able to be present at least two full days per week and for the ENTIRE semester; even if required hours have been completed.**
- **This application is not in any way a guarantee that an internship placement has been acquired.**
- **Upon receipt of your application, it will be reviewed; if it is determined appropriate, an interview will be scheduled to gather further information from you, and a final determination will be made.**
- **A short writing sample must be submitted with your application.**

Name: \_\_\_\_\_ Aliases: \_\_\_\_\_

Address (@ school **AND** at home if different):

\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

In Case of Emergency (Name/ Address/ Phone #):

\_\_\_\_\_  
\_\_\_\_\_

Is this Internship required: \_\_\_\_ Yes \_\_\_\_ No

Education Institution: \_\_\_\_\_

Circle one: Junior Senior

Required Hours to be completed: \_\_\_\_\_

When are you requesting that the internship take place (dates, semester): \_\_\_\_\_

Internship Advisor/ Professor (Name, Phone, Email):

\_\_\_\_\_

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

Please list any requirements:

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Do you have any family members or other associations that are or have been under probation supervision with this Department?

\_\_\_\_ Yes \_\_\_\_ No

If yes, please list their name(s) and their relationship to you:

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Have you ever had any legal involvement (have you been arrested, adjudicated or convicted of a crime)?

\_\_\_\_ Yes \_\_\_\_ No

If yes, please list your previous involvement (crime, dates, court, disposition):

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Do you currently have any pending matters in any Court at this time?

\_\_\_\_ Yes \_\_\_\_ No

If yes, please list your current involvement (crime, court, next court date, current status):

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**Please return this application and short writing sample via mail, in person or email to:**

**mjordan@co.livingston.ny.us**

**Livingston County Probation Department**

**6 Court Street, Room 101**

**Geneseo, NY 14454**

**Attn: Michelle C. Jordan**

**Initials: \_\_\_\_\_ Recd: \_\_\_\_\_ Revd: \_\_\_\_\_**