

Cabarrus County Sheriff's Office



"Keeping Cabarrus County a safe and decent place to live, work, and raise a family!"

INTERNSHIP COVER SHEET

The Cabarrus County Sheriff's Office offers internship to college and high school students on an ongoing basis. Benefits of an internship includes but not limited to; college credit for work experience, training, addition to resume and the satisfaction in the giving back to the community. Interns help our office carry out many vital and support functions and also aid in the developing closer links between the communities of Cabarrus County.

Interns are usually assigned to a specific division or unit in the office based on their interest. They do a variety of jobs including:

Data Entry	Assisting Record Personal
Court House Security	Assisting Civil Officers
Assisting in Investigations	Jail Inmate Booking
Patrol Ride Along	Communications

Interns are asked to work a set number of hours per week based on the requirements of their class. Hours are flexible, enabling students to work around their class schedule.

Internship Application Process

Contact; Cabarrus County Sheriff's Office Personnel
Lt. Laura Heggins
30 Corban Ave S.E.
P.O. Box 525
Concord, N.C. 28026-0525
(704) 920-3021 or (704) 920-3000

The process includes the following:

- Internship Application
- Intern Supervisory Statement
- Cover letter indicating your areas of interest.
- Interview
- Background check, Includes but not limited to Criminal History and Driver's License Checks
- Fingerprinting



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Full Names: _____

Address: _____
Last Frist Middle

Street # Street Name City State Zip

Code

Home Phone: _____ Pager/Cell Phone: _____ Date of Birth: _____

Social Security Number: _____ Email Address: _____

College/University currently enrolled: _____

College/University Address: _____

Street # Street Name City State Zip

Code

College Credits Completed: _____ Quarter or Semester _____ Major: _____

GPA: _____ How many credits will you be receiving for your internship: _____

Name of sponsoring Professor: _____ Phone #: _____

Requested Dates of Internship: _____ Current Class Standing: _____

From To

Field of Study: ___ Education ___ Criminal Justice ___ Social Science ___ Business

___ Other _____

What would you like to gain from an internship with this office _____

How did you hear about this opportunity? _____

Special Skills, training: _____

Do you speak a foreign language? ___ Yes ___ No If yes, what language: _____

What degree of proficiency? ___ Intermediate ___ Advanced ___ Near Fluent ___ Fluent

Work Experience: please list your current job, if any, or your most recent position.

Employer Name and Phone Number: _____ Position Held: _____

Dates: _____

Have you ever been convicted of a felony? ___ Yes ___ No Have you ever been convicted of a

misdemeanor? ___ Yes ___ No

If yes, give complete details of each offense, including dates, location, investigating law enforcement

agency, and

disposition: _____

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Have you ever been served with a domestic violence order? Yes No
 If yes, give complete details of each offense, including dates, location, investigating or serving law enforcement agency: _____

Driver's License Number and State: # _____ State Issued: _____
 Has your driver's license ever been suspended, revoked or denied? Yes No If yes, give details (including dates): _____

In case of an emergency, whom should we notify? Name: _____
 Home Phone: _____ Work Number: _____ Relationship: _____
 Are there any health or present medical conditions, which we would need to alert emergency medical personnel about? _____

Allergies? _____ Medication taken for allergies? _____
 Doctor's name, address and phone number: _____

Please list three professional and/or academic references.

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that all statements made in this application are true and complete, and I understand that any misstatement of material facts will subject me to disqualification or dismissal from the process.

Signature: _____ Date: _____

Mail To: Lt. Laura Heggins
 Cabarrus County Sheriff's Office
 PO Box 525
 Concord, NC 28026-0525

For internal use only

Date Application Received _____ Interview Date _____ Start Date _____