



**Nebraska Administrative Office of  
The Courts and Probation  
Application for Internship, Externship or Volunteer opportunity**

**Application**

I hope to complete my internship/externship/volunteer program with? (List office and/or location)

Internship, Externship or Volunteer?	Internship	Externship	Volunteer
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**Personal Information**

Full Name	
Preferred Name	
Date of Birth	
Current Address	
Current City/State/Zip	
Permanent Address	
Permanent City/State/Zip	
Phone Number	
Email	
Emergency Contact Name	
Emergency Contact Phone	
Emergency Contact Email	
Preferred Method of contact?	

**Education**

Name of College/University	
Address	
City/State/Zip	
Major	
Minor	
Hours completed towards degree	
Anticipated Graduation Date	

Internship/externship/volunteer program tied to Course Credit?		Yes	No
Number of Hours Required for Course Credit			
Semester/Term for Internship/Externship/Volunteer		i.e. Summer 2025; Fall 2025	
Relevant coursework completed previously			
Availability (estimated)	Monday Morning Tuesday Morning Wednesday Morning Thursday Morning Friday Morning Weekend Morning	Monday Afternoon Tuesday Afternoon Wednesday Afternoon Thursday Afternoon Friday Afternoon Weekend Afternoon	Monday Evening Tuesday Evening Wednesday Evening Thursday Evening Friday Evening Weekend Evening
Professor or Supervisor Name			
Professor or Supervisor Phone			
Professor or Supervisor Email			

**Criminal History (Sealed Juvenile Cases need not be listed)**

Have you ever been convicted of a felony or misdemeanor? <i>If yes, please list:</i>	Yes	No
Offense	Type	Year
	Misdemeanor Felony	
	Misdemeanor Felony	
Do you have any charges pending? <i>If yes, please list:</i>	Yes	No
Offense	Type	Year
	Misdemeanor Felony	
	Misdemeanor Felony	

**References (Not required but as requested by intern coordinator)**

1 <sup>st</sup> Reference Name		
1 <sup>st</sup> Reference Phone & Email		

2 <sup>nd</sup> Reference Name		
2 <sup>nd</sup> Reference Phone & Email		

3 <sup>rd</sup> Reference Name		
3 <sup>rd</sup> Reference Phone & Email		

**\*\*\*\*\*Please note**

All internship/externship/volunteer program opportunities are competitive and spots are limited. You may be required to complete a personal interview with a Judicial Branch internship coordinator as part of the process.

Select (paid) undergraduate and graduate level interns must have pre-approval and a referral through their college/university. Once the referral has been made, the candidate will apply for their internships through [statejobs.nebraska.gov](http://statejobs.nebraska.gov). Further, only those students fully endorsed by their college and university will be considered for inclusion in the select intern program. If you are considering application for the select intern program, participation must be certified by a representative of the college or university below and presented at the time of interview.

This application has been reviewed and approved by:

\_\_\_\_\_  
College/University Representative Name and Role

\_\_\_\_\_  
Name of College or University

\_\_\_\_\_  
Date

**Intern/Extern/Volunteer Statement of Interest**

Describe your interest in an internship/externship/volunteer position with the Nebraska Judicial Branch and how this experience will inform and/or further your career journey.

**PROGRAM AGREEMENT**

I have read the internship/externship/volunteer program policy and agree to the parameters as outlined.

I have read the Confidential Records policy, understand its contents and agree to adhere to the guidelines.

I agree not to travel in a state-owned vehicle unless I have signed a waiver.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

TO: Personnel – Administrative Office of the Courts and Probation

RE: INTERNSHIP/EXTERN/VOLUNTEER PROGRAM APPOINTMENT

It is my request that you appoint as an experiential/select intern/ extern/ volunteer (check one) to work in the \_\_\_\_\_ under the direct supervision of \_\_\_\_\_.

The internship/externship/volunteer program will occur between the months of

\_\_\_\_\_ and \_\_\_\_\_ and will endure for a total of \_\_\_\_\_ hours.

\_\_\_\_\_  
Intern/Extern/Volunteer Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head/Chief/Clerk Magistrate/  
Judicial Administrator

\_\_\_\_\_  
Date

**APPROVED**

\_\_\_\_\_  
Administrative Office of the Courts and Probation

\_\_\_\_\_  
Date

**WAIVER AND RELEASE**

**Intern/Extern/Volunteer Name:** \_\_\_\_\_

The undersigned has entered an internship/extern/volunteer program working through the Administrative Office of the Courts and Probation. As part of the internship/externship/volunteer program, it may be necessary to ride as a passenger in a motor vehicle owned by the State of Nebraska and/or a personal vehicle driven by an employee of the Nebraska Judicial Branch in conjunction with the employee’s duties.

For, and in consideration of, this request to be granted, the undersigned hereby waives and releases any and all rights the undersigned has, or might have, against the State of Nebraska, the Nebraska Judicial Branch, the Administrative Office of the Courts and Probation or any of its subsidiaries, or any of the servants or employees of all; and further waives and relinquishes any and all rights to make claim for, sue for, in any manner attempt to recover for, any injury or damage that might result to the undersigned or any property of the undersigned, as a result of boarding, riding in, descending from said motor vehicle or in any other manner through operation thereof; and for any injuries or damages which may occur as a result of being present when conducting field work of any probationer, ward or protected person or other individual involved with Nebraska’s Judicial Branch with any employee of the Judicial Branch in official performance of their duties. Further, the undersigned hereby releases and relieves the State of Nebraska, the Nebraska Judicial Branch, the Administrative Office of the Courts and Probation or any of its subsidiaries, or any of the servants or employees of both, from any and all injury or damage the undersigned might receive or damage or loss of any property of the undersigned, as the result of the undersigned boarding, riding in, or descending from or in any other manner through the operation of said motor vehicle, or because of the undersigned’s presence during any field work either because of their own negligence or from any other cause.

This Waiver and Release shall be binding upon the heirs, devisees, legatees, personal representatives, successors, or assigns of the undersigned.

The undersigned understands that while a passenger in any motor vehicle, he/she is required to wear a seat belt at all times.

After having been advised of the duties, responsibilities, and potential dangers of the internship/extern/volunteer program, the individual signed below agrees to these working conditions.

\_\_\_\_\_  
Intern/Extern/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head/Chief/Clerk Magistrate/  
Judicial Administrator

\_\_\_\_\_  
Date

**CONFIDENTIALITY AND SECURITY AGREEMENT**

**Intern/Extern/Volunteer Name:** \_\_\_\_\_

I, the undersigned, agree to abide by the confidentiality and information security policies and procedures of the Nebraska Supreme Court, the Administrative Office of the Courts and Probation (AOC) and any subsidiary of the Supreme Court and/or the AOC. These policies shall be adhered to at all times, both in and out of the office setting. Failure to adhere to these policies shall result in dismissal from my position as an intern/extern/volunteer and possible legal ramifications.

\_\_\_\_\_  
Intern/Extern/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Coordinator

\_\_\_\_\_  
Date

Background Check Letter of Understanding

\_\_\_\_\_, 20 \_\_\_\_

I understand I have been offered an intern/extern/volunteer opportunity of \_\_\_\_\_  
\_\_\_\_\_ with the \_\_\_\_\_  
and that this offer is contingent upon a satisfactory result of criminal history screening. I understand the business necessity of this screening given that Judicial Branch employees have positions entailing public trust and have access to information of a confidential nature.

I have have not been convicted of a violation of law, other than a minor traffic violation. (A conviction will not necessarily disqualify you from intern/extern/volunteer opportunity. The recency, severity, and pertinence of the conviction to the intern/extern/volunteer opportunity will all be considered.)

If you answered in the affirmative, please describe the conviction(s):

State(s) of residency over the last ten years: \_\_\_\_\_

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Full Name:

Other names used (including maiden):

Date of Birth:

Social Security Number:

Driver's License Number:

State of Issuance:

Expiration:

Signature:

Work location:



**- FOR OFFICE USE ONLY -  
CRIMINAL HISTORY RECORD CHECK**

THIS FORM IS TO BE UTILIZED AND PROCESSED ONLY AFTER AN APPLICANT HAS BEEN OFFERED AN INTERN/ EXTERN/ VOLUNTEER OPPORTUNITY. SEND THE COMPLETED TYPED FORM TO 402-328-6226.

**REQUESTING OFFICE INFORMATION**

REQUESTING OFFICE: \_\_\_\_\_

REQUESTING SUPERVISOR'S PRINTED NAME: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**SUBJECT INFORMATION**

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

MAIDEN/ALIAS NAME(S): \_\_\_\_\_  
**(COMPLETE SEPARATE PAGE FOR ADDITIONAL NAMES/MAIDEN/ALIAS)**

GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

STATE(S) OF RESIDENCY OVER THE LAST TEN YEARS: \_\_\_\_\_

NCIC                      DMV  
PURPOSE:              CRIMINAL JUSTICE (Code C)  
                                 CRIMINAL JUSTICE EMPLOYMENT (Code J)  
DRIVER'S LICENSE # (if available): \_\_\_\_\_ STATE: \_\_\_\_\_

**OFFICE USE ONLY -----DO NOT WRITE IN THIS AREA**

OPERATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CLEARED / Approved for Hire                      NOT CLEARED / Not approved for Hire

RELEASED TO: Authorizing Signature: \_\_\_\_\_

DATE: \_\_\_\_\_