



**San Mateo County Sheriff's Office**  
**Forensic Laboratory**  
 50 Tower Road, San Mateo, CA 94402  
 (650) 312-5306  
 Fax: (650) 356-0351



## HIGH SCHOOL INTERNSHIP APPLICATION

High School Interns will be tasked with administrative duties. They will learn how to answer telephones, file reports, and maintain confidential documents. These interns will spend the majority of their time in the Front Office or in Property; however, they will have the opportunity to learn about the other functioning sections of the laboratory and possibly observe laboratory analyses.

The High School Intern Program is a **non-paid internship**, typically scheduled during the summer months.

**Personal Information**

Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

**Yes      No**

Are you willing to participate in a background check?

Have you ever been convicted of a felony or misdemeanor or been on parole or probation?\*

**\*Please understand a "YES" response to this question may be disqualifying. In addition, all undisclosed and later discovered criminal history will result in disqualification during the background investigation and interview. This may include, but is not limited to the following: traffic accidents, traffic tickets, citations, employment history, drug and alcohol use, past probation, date and number of misdemeanor crime convictions.**



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**Education and Training**

**Yes     No**

Are you currently attending high school?

If yes, please complete the following:

High School: \_\_\_\_\_

Location: \_\_\_\_\_

High School Class: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Please list any additional specialized training or courses you may have that may qualify you for this internship:

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**Employment and Experience**

Please list your current and previous employers for the past 5 years, including any past internships.

**1. Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**2. Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**3. Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



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**Essay**

Please explain why you are interested in the **High School Internship Program** with the San Mateo County Sheriff's Office Forensic Laboratory.

[Empty box for writing the essay response]



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**Yes      No**

May we contact your present or past supervisors?

If no, please explain:

**References**

Please list three individual references, excluding family members and employers.

Name	Phone Number	Relationship

**Certificate of Applicant**

I hereby certify that all statements made in this application are true and I authorize investigation of all matters contained in this application. I understand that any misstatement or omission of material fact on this application will cause forfeiture on my part of all rights to be considered for this internship with the San Mateo County Sheriff's Office Forensic Laboratory. I further agree to be fingerprinted, to submit a complete medical exam and to furnish such proof as age and citizenship as may be required by law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the completed application to:  
**San Mateo County Sheriff's Office**  
**Forensic Laboratory**  
**50 Tower Road, San Mateo, CA 94402**  
**Attention: Robin Foucrault**