



DEE HOBBS

Williamson County Attorney

Stephanie Greger

Criminal Division Chief/IJP Instructor

Application for High School

Intensive Justice Program

*Williamson County Attorney's Office
Georgetown, Texas*

www.wilco.org/countyattorney

What We Do

The Williamson County Attorney's Office is a public prosecutor's office that represents the State of Texas and Williamson County in a wide range of legal matters. The elected County Attorney employs 22 attorneys, 6 investigators, and 25 staff members that practice criminal law, juvenile law, family law, and civil law in the District Courts, County Courts at Law, and Justice Peace Courts in Williamson County, Texas.

Intensive Program

The High School Intensive Program is a program run by the County Attorney's Office that provides certain students the opportunity to observe, learn, and assist in a Texas prosecutor's office and see first-hand how legal services are provided to the public. Students have the opportunity to:

- Observe real courtroom dockets
- Gain education about local legal services and government
- Take part in supervised case review, analysis, and preparation
- Talk to employees and gain insight about the legal profession
- Participate in mock courtroom exercises

Minimum Qualifications

Space is limited to high school students who have completed sophomore year. Positions are unpaid, and all students accepted into the program are subject to background checks and other security measures. The following minimum requirements apply:

- Minimum grade point average of B (or equivalent based on school grading scale)
- No more than 3 unexcused absences from school
- Ability to conduct self in professional manner and meet decorum standards normally expected in a courtroom environment
- Completion of teacher recommendation form

Important Dates

The program duration is five days beginning on either Monday, June 3, 2019 or Monday, July 8, 2019.

Please submit your application via e-mail to CAintern@wilco.org no later than May 22, 2019.

Students will be notified via e-mail of acceptance or denial into the program. If accepted, students will be sent a welcome letter and orientation packet no later than one week prior to the start date.

IJP Application (05/11/2019)

Application for High School IJP
Williamson County Attorney's Office

BIOGRAPHICAL INFORMATION

Name	
<i>Date of Birth</i>	
<i>Driver's License #</i>	
<i>Residential Address</i>	
<i>E-Mail Address</i>	
<i>Phone No.</i>	

How did you learn about the Williamson County Attorney's Office Student Legal Internship Program?

Do you know anyone who works for Williamson County? ☐ Yes ☐ No

If "yes," please list: _____

Check your preferred program date:

*Please note that while every effort will be made to accommodate the preferred date, it cannot be guaranteed.

☐ June 3, 2019

☐ July 8, 2019

Please indicate if you are unable to attend a specific program date:

Special Interests:

(You may select more than one)

- ☐ Adult Criminal Division
- ☐ Juvenile Criminal Division
- ☐ Family Justice Division (TDFPS/CPS & Protective Orders)
- ☐ Civil Division

EDUCATION BACKGROUND

<i>High Schools and Universities Attended</i>	<i>Dates Attended</i>	<i>Degree/Major</i>	<i>Final G.P.A.</i>

Educational Honors/Awards:

Extracurricular Activities:

Relevant Coursework/Experience:

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EMPLOYMENT BACKGROUND

<i>Employer</i>	
<i>Address</i>	
<i>Job Title</i>	
<i>Dates of Employment</i>	
<i>Supervisor's Name</i>	
<i>Supervisor's Phone # or E-Mail</i>	

<i>Employer</i>	
<i>Address</i>	
<i>Job Title</i>	
<i>Dates of Employment</i>	
<i>Supervisor's Name</i>	
<i>Supervisor's Phone # or E-Mail</i>	

REFERENCES

<i>Name</i>	
<i>Title</i>	
<i>Phone # or E-Mail</i>	
<i>Relationship to You</i>	

<i>Name</i>	
<i>Title</i>	
<i>Phone # or E-Mail</i>	
<i>Relationship to You</i>	

Why do you want to intern with the Williamson County Attorney's Office?

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CRIMINAL BACKGROUND

Have you ever been arrested and/or cited for any criminal offenses other than traffic violations? If so, please list the offense date, the offense title, the jurisdiction where it occurred, and the disposition.

To your knowledge, do you have any family members or friends who have a criminal case currently pending in Williamson County, Texas? If so, please describe to the best of your knowledge.

AUTHORIZATION TO RELEASE INFORMATION AND ACKNOWLEDGEMENT OF BACKGROUND CHECK

The information I have provided in this Application is true and correct to the best of my knowledge. As an applicant for an internship with the Williamson County Attorney's Office, I am required to furnish information for use in determining my qualifications for this position. For this purpose, I authorize you to release all information that you have concerning me, including information of a confidential or privileged nature and to provide copies of documents as may be required by the County Attorney's background investigator. I hereby release you, your organization, or others from liability or damage that may result from providing the information requested. This authorization expires one year after the date signed.

I understand that I must pass a background investigation in order to be considered for an internship with the Williamson County Attorney's Office. If I do not pass the background investigation, I understand that I will no longer be considered for this position.

I understand that if the County Attorney's Office concludes that there is disqualifying information as a result of a background information or if I falsified or omitted required information, my positions with the County Attorney's Office may be terminated.

Signature of Applicant

Printed Name: _____

Date: _____

Signature of Parent/Guardian

Printed Name: _____

Date: _____