



Houston Forensic Science Center, Inc.

Application for Internship

PLEASE PRINT CLEARLY

HFSC does not discriminate on the basis of race, color, creed or religion, gender, national origin, age, physical or mental disability, veteran status, sexual orientation, or genetic information/history. Houston Forensic Science Center, Inc. will seek the best qualified internship applicants based on selection criteria for each opportunity.

Date: _____

Please list, in order of preference, up to three specific internship opportunities for which you are applying. Incomplete responses such as "anything available" will not be considered.

- 1)
2)
3)

PERSONAL

Last Name First Middle

Any other names by which you have been known: _____

Street Address City State ZIP

Social Security Number Driver's License Number State of Issue

Home Telephone Cell Telephone E-Mail Address

Have you ever applied for an internship or for employment with HFSC before or worked at HFSC? Yes No
If yes: Type of Application: _____ Month and Year _____

Are you seeking an internship to fulfill an educational or professional requirement? Yes No

If yes, how many hours are you required to complete? _____

What is the deadline for completion? _____

Other requirements _____

Name and contact information of student advisor: _____

Are you acquainted with any current or past employees of the HFSC? Yes No

If yes, please name and give the nature of the relationship: _____

EDUCATION

Table with 5 columns: Name and Location of School, Course of Study, Dates of Study, Degree/Diploma, Date Completed. Rows include High School, College, Business/Trade/Technical School, Graduate School (twice).

OTHER

Are you at least 18 years old? Yes No

What languages do you speak fluently? **English** **Spanish** **Other**

What languages do you read and/or write fluently? **English** **Spanish** **Other**

If accepted, when can you start? _____

If accepted, when are you available? Please indicate days and times of your availability:

Mon _____ **Tues** _____ **Wed** _____ **Thurs** _____ **Fri** _____ **Sat** _____

Please list any special skills you have: _____

Please indicate how you found out about this opening. If you saw it on the Internet, please provide the specific website:

Membership in Professional, Student or Civic Organizations

(Exclude those which may disclose your race, color, creed or religion, gender, national origin, age, physical or mental disability, veteran status, genetic history/information.)

INTERN STATEMENT
(PLEASE READ AND SIGN BELOW)

1. All information provided in this application, as well as any resume or other materials submitted either in writing or verbally during the internship application and interview process are true and complete. Any false or misleading statement/s, misrepresentation/s or omission/s of fact in the application or supplemental written and verbal materials will be grounds for being denied an internship with the Houston Forensic Science Center. If an offer had been extended and accepted, such falsification would be grounds to terminate the internship and/or the offer.
2. I **authorize** the agents of HFSC, at any time prior to or during my internship, to (a) investigate my references and education; (b) communicate with my former employers or instructors; (c) conduct an independent investigation of my character, conduct, education and employment records, including, without limitation, a criminal background check, fingerprint examination, screening for use of illegal substances, credit background check, and/or physical examination. I understand the results of any pre-employment investigation and background check may be kept and preserved. Additionally, I release HFSC from all liability for any damage that may result from information made available during the internship application process and background check.
3. I **authorize** present and former employers, instructors and other individuals listed as personal references to furnish employment and/or education records, including the reason/s for any employment termination/s, work/school performance documents, and all other information that may be pertinent to my qualifications for internship opportunities. I hereby release all parties from any liability for damages arising from furnishing the requested information.
4. I **understand and acknowledge** that as an HFSC intern, I will not be compensated and I am not an HFSC employee I **understand and acknowledge** that I am not eligible for HFSC's employee benefits programs, nor am I covered by HFSC's worker's compensation insurance policy.
5. I **acknowledge** that during my internship with HFSC, I may acquire confidential information about HFSC or about matters being handled by HFSC. I **agree** to hold all such information in confidence; that is, I **agree** not to discuss, directly or indirectly, the information with any person not employed or managed by HFSC. I **agree** to presume all information I acquire during my internship with HFSC is confidential, unless (a) there can be no reasonable doubt that HFSC has made the information public or (b) a member of HFSC management (with a job title of manager or higher) states in writing or an email that the information is not confidential. I **agree** the duty imposed by this Paragraph 5 will continue indefinitely, even after my HFSC internship has concluded.
6. I agree to furnish HFSC's Human Resources Division with requested documents to verify my identity.
7. I **acknowledge** that quality control is essential in HFSC's laboratories. I understand that HFSC must enter "unknown" DNA profiles into the federal CODIS database. I **agree** to provide HFSC with a buccal swab (oral cheek swab) DNA profile within the first three days of my internship due to HFSC's obligation to enter "unknown" DNA profiles into the CODIS database. I understand that HFSC will **not** load my profile into CODIS and will use it for elimination purposes only. HFSC will not provide my DNA profile to any person or entity unless required to do so by law, court order or subpoena.
8. I **agree** that, if I am selected as an HFSC intern its authorized personnel may take photographs and video images (collectively, "Images," which may include audio recordings of my voice.) I agree those Images, as long as they are directly related to my HFSC internship, will be owned by HFSC and may be published or otherwise used for any lawful purpose without any compensation to me for their use.
9. I **agree** that, if I am selected as an intern at HFSC, any research, writing, or other work product resulting from my work will belong to and be the sole property of HFSC. HFSC may publish or otherwise use such work product without compensating me for such use.
10. I **agree** that if selected for an HFSC internship, I will return all property and records of HFSC in my possession upon conclusion of the internship program.

SIGNATURE: _____ DATE: _____

Houston Forensic Science Center is an Equal Employment Opportunity Employer

Revised 1/22/18

HFSC INTERNSHIP APPLICATION CHECKLIST

A completed application form and supporting documents are required to be considered for an HFSC internship. Please email the information either to *internships@houstonforensicscience.org* or mail it to:

Houston Forensic Science Center

ATTN: Internships

1301 Fannin, Suite 170

Houston, TX 77002

For all email applications, please make the subject line: *HFSC Internship Fall 2018*. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Please note this is an unpaid internship.

- HFSC Application Form
- HFSC Internship Agreement Form
- Resume
- Essay
- Writing Sample (Only for Media/Public Relations Applicants)
- Unofficial College Transcript
- Two Letters of Recommendation