

HOUSTON FORENSIC SCIENCE CENTER INTERSHIPS

Summer 2017 Internship Announcement

The Houston Forensic Science Center is now accepting applications for the 2017 summer internship vacancies. The Application deadline is [March 31, 2017](#).

The Houston Forensic Science Center (HFSC) provides unpaid, academically oriented internships for college students with career aspirations in the forensic sciences or in other professional business functions that support the operation. Interns will gain experience and training by working in an HFSC discipline of business operation for 20 or more hours each week for a minimum of two months. The internship offers an opportunity to work in a large, full-service forensic laboratory. It allows interns to explore career options, gain knowledge and skills that complement their academic studies, build resumes and network in a professional environment. Interns will not perform independent casework on evidence.

Internships are offered in the following areas:

Forensic Laboratory Operations

- Biology/DNA
- Controlled Substances
- Digital and Multimedia Evidence
- Firearms
- Latent Prints
- Methods and Validation
- Quality
- Toxicology
- Trace

Business Operations

- Finance
- Media/Public Relations
- Training

Eligibility Requirements*:

For an internship in one of the forensic disciplines, applicants must be a university junior or senior or a graduate student pursuing a degree in one of the sciences or criminalistics. Applicants must be in good academic standing with a minimum GPA of 3.0. Applicants must also be familiar with the basic scientific principles.

Internship applicants for the Legal Division must be a junior or senior in an accredited Texas law school. He/she must be in good standing with a minimum GPA of 3.0. Skills vary for those seeking internships in HFSC's business legal operations.

To Apply:

Qualified candidates may apply by submitting the

- HFSC Internship [Application](#)
- An unofficial college transcript
- Two letters of recommendation on official university letterhead from faculty

Application packages may be e-mailed to: hr@houstonforensicscience.org or mailed to:

Houston Forensic Science Center

ATTN: Internships

1301 Fannin, Suite 170

Houston, TX 77002

For more information, please contact Soraya McClung, Training Director, Houston Forensic Science Center: smclung@houstonforensicscience.org.

**Exceptions may be made at the discretion of the President and CEO or the Internship Program Director.*



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
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Any other names by which you have been known: _____

Street Address	City	State	ZIP
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Social Security Number	Driver's License Number	State
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Home Telephone	Cell Telephone	E-Mail Address
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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: _____

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

<u>Name and Location of School</u>	<u>Course of Study</u>	<u>Dates of Study</u>	<u>Degree/Diploma</u>	<u>Date Completed</u>
High School: _____	_____	_____	_____	_____
College: _____	_____	_____	_____	_____
Business/Trade/Technical School: _____	_____	_____	_____	_____
Graduate School: _____	_____	_____	_____	_____
Graduate School: _____	_____	_____	_____	_____

CERTIFICATION/LIENSURE

Certification/License Obtained

Date Obtained

Expiration Date

EMPLOYMENT HISTORY

Are you currently employed? No Yes

May we contact your current employer? No Yes

If yes, please list the name and telephone number of supervisor to contact: _____
Name of Supervisor/ Contact Number

You must list **all** jobs held in the last seven years. **Start with your present or most recent job.** (Please ask for another "Employment History" page if additional space is needed.)

Company #1 Name _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Name of Supervisor Employment dates (month & year) Starting Salary Last Salary

Job Title: _____

Describe your work: _____

Reason for Leaving: _____

Company #2 Name _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Name of Supervisor Employment dates (month & year) Starting Salary Last Salary

Job Title: _____

Describe your work: _____

Reason for Leaving: _____

Company #3 Name _____ Telephone () _____

Address _____ City _____ State _____ Zip _____

Name of Supervisor Employment dates (month & year) Starting Salary Last Salary

Job Title: _____

Describe your work: _____

Reason for Leaving: _____

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 facts I have provided on this application, in any resume or other materials I have submitted, and during any interview for an internship are true and complete. Any false or misleading statement, misrepresentation, or omission of fact on this application, resume or other materials I have submitted, and/or during any interview will be grounds for my not receiving an internship opportunity offer, or, if any offer was extended and accepted, for termination of the internship.
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 that the results of any pre-employment investigation and background check may be kept and preserved. Additionally, I release all parties from all liability for any damage that may result from information made available to HFSC.
3. I **authorize** and request that all of my present and former employers and instructors and those individuals I have listed as personal references furnish information about my employment and/or education records, including the reason for the termination of my employment, work/school performance, abilities, and other qualities pertinent to my qualifications for internship opportunities. I hereby release them and HFSC from any liability for damages arising from furnishing the requested information.
4. I **acknowledge** that during my internship with HFSC, I may acquire confidential information about the Center or about matters being handled by the Center. I **agree** to hold all such information in confidence; that is, I **agree** not to communicate, directly or indirectly, any part of such information to any person not employed or managed by HFSC. Because I may not be aware of the confidential nature of information I acquire about the Center or about matters being handled by the Center, I **agree** to presume that 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** that the duty imposed by this Paragraph 4 will continue indefinitely, even when my internship with HFSC has concluded.
5. I understand that if selected for an internship, I will be asked to furnish documentation to verify my identity. I **agree** to present acceptable documents to Human Resources within the first three days of my internship.
6. I **acknowledge** that quality control is essential in the Center'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. I understand that HFSC will not load my profile into CODIS, and the Center will not provide my profile to any person or entity, unless HFSC is required to do so by law, court order or subpoena."
7. I **agree** that, if I am selected as an intern at HFSC, HFSC and its authorized personnel may take photographs and video images (collectively, "Images," which may include audio recordings of my voice), as long as the Images are directly related to my internship at HFSC. I further **agree** that HFSC will own the Images and may publish or otherwise use the Images for any lawful purpose, without compensating me for such use.
8. 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, and that HFSC may publish or otherwise use such work product without compensating me for such use. Interns may use information or data gathered during the course of the internship with written permission of HFSC and for educational thesis/dissertation purposes only.
9. I **agree** that if selected for 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