Tewksbury Police Department

918 Main Street, Tewksbury, MA 01876

INTERNSHIP APPLICATION

POTENTIAL CANDIDATES MUST MEET THE FOLLOWING CRITERIA

- Must be enrolled at a regionally accredited High School or college/university.
- Submit to and pass a background check.
- All internships are unpaid and come with no benefits.
- Must submit a Letter of Interest along with this application
- REQUIRED: Proof applicant's school will be granting course credit for this unpaid internship

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Applicant Information:

Full Name:
Date of Birth: **Age:** **Social Security #** **Drivers Lic. #**

Address: **City:** **State:**
Zip: **Phone Number:**

Email Address:

Emergency Contact:

Name:
Relationship:
Phone Number:

Education:

Current School/College:
Year in School: ○ **High School** ○ **College** ○ **Graduate School**
Major/Field of Study:
Expected Graduation Date:

Internship Information:

Semester Applying For: ○ **Fall** ○ **Spring** ○ **Summer** ○ **Other:**
Total Hours Required for Internship:
Availability (Days/Times):

Background Information:

Have you ever been charged with or convicted of a crime? ○ **Yes** ○ **No**
If yes, please explain:

Experience & Skills:

Please list any relevant coursework, skills, or experience that would contribute to your internship role at the Tewksbury Police Department:

Please provide a brief personal statement explaining:

- Future career goals.
- Why you are interested in interning with the Tewksbury Police Department.
- What you hope to gain from the experience.

References: (Please provide at least one academic or professional reference)

Reference 1:
Name:
Relationship:
Phone Number:
Email:

Reference 2:
Name:
Relationship:
Phone Number:
Email:

Acknowledgment & Signature:

I certify that the information provided on this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may disqualify me from the internship program. I also acknowledge that acceptance into the internship program is contingent upon a background check and approval by the Tewksbury Police Department.

Signature:
Date:

Tewksbury Police Department

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INTERNSHIP BACKGROUND CHECK WAIVER

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING

BACKGROUND AUTHORIZATION

I hereby authorize the Tewksbury Police Department to conduct a background records check to determine whether I have any criminal convictions or pending criminal charges. A felony or misdemeanor criminal charge or conviction may be grounds to deny a request for an internship.

Further, I understand that a criminal check and a warrant check will be conducted as part of the application process. I hereby authorize any law enforcement agency, agencies of the government of the United States of America, and agencies of the Commonwealth of Massachusetts to release to the Tewksbury Police Department any and all information which said agencies or any of them have about me, for the limited purpose of aiding the Tewksbury Police Department in evaluating my eligibility for participation in the internship Program. This release extends to any and all information which said agencies or any of them may have about me, whether public, personal, or confidential. I understand that I will not receive and am not entitled to know the contents of confidential reports received from these agencies and I further understand that these reports are privileged. I hereby release, discharge, and agree to hold harmless the agencies, their agents and representatives and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing and inspecting of such documents, records and other information, and this release shall be binding on my legal representatives, heirs and assigns.

Participant Signature _____

Participant Name (Printed) _____ **Date** _____

Parent Signature _____

Parent Name (Printed) _____ **Date** _____

(If Participant is Under 18 Years Of Age)

Tewksbury Police Department

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INTERNSHIP WAIVER

This document affects your legal rights.
You must read and understand it before signing it.

I, _____, being above the age of eighteen years, and, if under age of eighteen years, the legal guardian of the participant, in consideration of my being allowed to accompany police personnel while on patrol or assignment, do voluntarily and knowingly agree to indemnify and hold harmless the Town of Tewksbury and/or its employees, agents or police officers from any liability arising out of any incident which may occur in the company of said Tewksbury Police Officers during their tour of duty. Specifically, I do forever RELEASE, acquit, discharge and covenant to hold harmless the Town of Tewksbury, a municipal corporation of the Commonwealth of Massachusetts, and its successors, departments, officers, employees, servants, attorneys and agents, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation on account of or in any way arising out of, directly or indirectly, all known and unknown personal injuries, psychological affects, or property damage which I may now or hereafter have or may acquire, resulting or to result from said participation in the aforementioned activities. Furthermore, I hereby agree to protect the Town of Tewksbury and its successors, departments, officers, employees, servants, attorneys, and agents against any claim for damages, compensation or otherwise arising out of or resulting from any injury to any party in connection with said participation in the aforementioned activities and to INDEMNIFY, reimburse or make good to the Town of Tewksbury or its successors, departments, officers, employees, servants, and agents any loss or damage or costs, including attorney's fees, which the Town of Tewksbury or its representatives may have to pay if any claims or litigation arises from said participation in the aforementioned activities. Furthermore, I have voluntarily consented and agree to abide by all of the conditions of my association with the Tewksbury Police Department and its officers during my time with them.

I hereby further covenant for myself, my successors and assigns not to sue the said Town of Tewksbury, its departments, officers, employees, servants, attorneys, and agents, on account of any such claim, demand or liability.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS LIABILITY RELEASE & ASSUMPTION OF RISK BY READING IT BEFORE I SIGNED IT ON BEHALF OF MYSELF AND MY HEIRS.

Participant Signature _____

Participant Name (Printed) _____ **Date** _____

Parent Signature _____

Parent Name (Printed) _____ **Date** _____

(If Participant is Under 18 Years Of Age)

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INTERNSHIP DRESS CODE

ACKNOWLEDGMENT

All interns must follow the dress code while participating in the internship:

Business casual attire

Business casual attire is required.

Prohibited items

Sneakers, jeans, and hats are not permitted.

Internship identification

Your internship ID must be displayed at all times.

Acknowledgment

I have read and understand the internship dress code above. I agree to wear business casual attire, refrain from wearing sneakers, jeans, or hats, and keep my internship ID displayed at all times while participating in the internship.

Intern Name (Printed):

Intern Signature: **Date:**

Complete the fields and sign using a PDF signing tool, or print and sign by hand.

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INTERNSHIP

ADMININSTARTIVE USE ONLY

BOP CHECK

RMV CHECK

TOWN OF RESIDENCE IN-HOUSE CHECK

III CHECK

REFERENCES CHECK

CRIMETRACER CHECK

SCHOOL RECORDS CHECK

APPLICATION RECEIVED BY:
DATE:

Interview Date:
Approved: ○ **Yes** ○ **No**

Internship Supervisor:
Start Date:

INTERNSHIP SCHEDULE

DAYS

TIMES