

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. Business Hours: Mon-Fri 7:00 am - 4:30 pm

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.)



Houston Forensic Science Center

Internship Self-Assessment

Name:

Note your knowledge of the following where 1=little/none and 5=extremely knowledgeable

	1	2	3	4	5
Laboratory Safety					
Evidence Handling and Security					
Chain of Custody Procedures					
Laboratory Information Management Systems (LIMS)					
Microsoft Office					
Forensic Biology					
Seized Drugs					
Forensic Toxicology					
Latent Prints					
Latent Print Processing					

INTERN AGREEMENT
(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

All application items must be submitted as a complete package except for the letter of recommendation. **Letters of recommendation are to be emailed directly to the submission email address by the professor or academic advisor. Incomplete applications will not be reviewed.**

Please email the application information to *internships@hfsctx.gov* with the subject line: HFSC Internship Application.

- HFSC Application Form
- HFSC Internship Agreement Form
- HFSC Internship Self-Assessment Form
- Resume
- Essay
- Unofficial College Transcript
- Two letters of recommendation

Please note this is an unpaid internship.