



## STUDENT INTERN/VOLUNTEER APPLICATION AND AGREEMENT

Court Address  
212 E. Paw Paw Street, Paw Paw, MI 49079

Court Telephone No.  
(269) 657-8200

I, \_\_\_\_\_, hereby make application to work within the Van Buren County Court as a  student intern/extern  volunteer.

If I am accepted as a student intern/extern and/or volunteer, my signature affixed to this agreement means that I fully understand the terms and conditions established by this agreement and that I will comply with each of them.

1. I understand that I will work within the Van Buren County Court strictly as a student intern/extern/volunteer and not as a regular court employee. Further, I understand that I am not covered by any medical or insurance benefits provided by the County of Van Buren while working here. I also understand and agree that I will not be reimbursed for any expenses incurred while working at the Van Buren County Court unless I should incur same at the express direction of the Court Administrator or the Unit Administrator.
2. I understand that all reports, records, file notations, correspondence, discussion and conversations in and about the court are and must remain confidential. I understand and agree that I shall not examine, read, copy, remove or otherwise review any documents, files, photographs or memoranda contained within the court without the express permission of my supervisor. I agree that I shall keep confidential any information or observations that result from my work in the court.
3. I understand that I am prohibited from discussing any court cases with the media.
4. I understand that I must abide by all laws of the State of Michigan at all times, and at no time shall I conduct myself in a manner as to bring discredit upon the court or raise an appearance of impropriety. I agree that should I be accused of or convicted of a violation of any city, state or federal ordinance or law, I will notify my supervisor immediately. I further agree that should any of my relatives, friends or associates be so accused or convicted, I will inform my supervisor immediately. I understand that this information is necessary to prevent the possibility of a legal conflict of interest.
5. I understand that if I am not employed as a sworn officer of the court, I have no rights, powers or privileges beyond those of an ordinary citizen as a result of my work as a student intern/extern/volunteer in the court. I understand and agree that as a non-sworn student intern/volunteer, I am not deputized or empowered to act as a police officer or law enforcement officer in any manner or form and that I am not a special or general agent of the court and may not represent myself as one. I further understand and agree that if in the course of my duties as a student intern/volunteer I am given the responsibility to deal directly with citizens of the community, I must not exceed or misrepresent the scope of my duties with the court.
6. I understand and agree that I shall conduct myself in a professional and discreet manner on the job and I shall exercise discretion in my conduct outside the office.
7. I acknowledge receipt of the [Model Code of Conduct for Court Employees](#) and agree that if any Van Buren County Court Employee/Volunteer/Intern violates the [Model Code of Conduct for Court Employees](#), I will immediately report the violation to the unit administrator.
8. I understand that if I have any difficulties in the exercise of my job responsibilities or understanding what is expected or required of me, I will immediately contact my supervisor. Further, if I have any conflicts with any other employees, I will immediately inform my supervisor.

9. I understand that my work week will be specified by my supervisor, taking my class schedule into consideration (if applicable). I will be punctual and report directly to my supervisor at the specified time. If for any reason I cannot meet my schedule due to illness, weather or any other reason, I will immediately notify my supervisor by telephone.
10. I acknowledge and agree that my willingness to volunteer may end at any time, and the volunteer opportunity provided by the court may end at any time.
11. I have read and understand the following ethical responsibilities of interns/volunteers:
  - a. Ethical Principle: Interns/volunteers are required to behave in a trustworthy manner. They should be familiar with and act in a manner that is consistent with the court's mission, values, ethical principles, and ethical standards and practices. Interns/volunteers should act honestly and responsibly, and promote ethical practices consistent with the court's mission.
  - b. Conflict of Interest: Interns/volunteers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interest.
  - c. Sexual Relationships: Interns/volunteers should under no circumstances engage in sexual activities or sexual contact with clients or employees of the court, whether such contact is consensual or coerced.
  - d. Reporting Inappropriate Behavior: Interns/volunteers who believe that a field instructor/intern supervisor or other court employee has acted unethically should immediately notify the unit administrator of the incident; and the unit administrator will immediately thereafter advise the Circuit Court administrator.
  - e. Dishonesty, Fraud, Deception: Interns/volunteers should not participate in, condone or be associated with dishonesty, fraud or deception.
  - f. Confidential Information: Interns/volunteers may be granted court passwords and access badges. It is prohibited for students/volunteers to share passwords or badges with unauthorized individuals or to access information for personal use.
  - g. Disciplinary Action: If court administration finds an intern/volunteer to be in violation of any of these ethical responsibilities, discharge from their placement may occur, along with notification to necessary school authorities. If such behavior is found to be criminal, police authorities may be contacted and charges filed.
12. I understand that as a prospective student intern/volunteer, a background check and fingerprinting will be completed and my position is contingent upon the results of that background check/fingerprinting. I acknowledge that I may be subject to, and do hereby consent to, reasonable suspicion, post accident, random, or return-to-duty and applicable follow-up testing. A positive drug screen may result in termination of my internship/volunteer opportunity.
13. As a student intern/extern or volunteer, I understand that I will be subjected to drug screen testing. The drug screen MUST be completed within 48 hours of the time of the offer and my position is contingent upon the results of that background check.
14. I understand that I will not be compensated for my work with the court, and that no promises of employment have been made to me.
15. I hereby certify that I have read all of the above thoroughly and I understand and agree to abide by all of the provisions to the fullest extent of my ability. I understand and agree that during the period of association with the court I will comply with all the rules and requirements specified.

**STUDENT INTERN/VOLUNTEER  
APPLICANT INFORMATION**

Full Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s) (including area code): \_\_\_\_\_

Emergency Contact Name and Telephone (including area code):  
\_\_\_\_\_

Expected Dates of Internship/Volunteer time: \_\_\_\_\_

Days and Hours Available: \_\_\_\_\_

Expectations of the Internship/Volunteer Experience: \_\_\_\_\_  
\_\_\_\_\_

College/University & Course Name (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Advisor: \_\_\_\_\_

Advisor Telephone (including area code): \_\_\_\_\_

Applicants are encouraged to attach any additional information you feel is pertinent to your application.

I authorize Van Buren County to obtain information about me from my court records, current and previous employers and personal references. I consent to a fingerprint and background check and drug screening as required by the court. I authorize my current and previous employers and personal references to disclose to Van Buren County Court personnel such information about me as he or she may request.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Intern/Volunteer

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Court Administrator  
or Unit Administrator

**FOR COURT USE ONLY**

Date interviewed: _____	<input type="checkbox"/> Student Intern/Volunteer Agreement signed (VBC-1026)
	<input type="checkbox"/> Provided Code of Conduct for Court Employees
	<input type="checkbox"/> Referred for Fingerprints
Start date: _____	<input type="checkbox"/> LEIN checked (provide copy of driver's license)
	<input type="checkbox"/> No criminal history <input type="checkbox"/> Misdemeanor identified <input type="checkbox"/> Felony identified
	<input type="checkbox"/> ICHAT checked, if using MiCSES
Days & Hours: _____	<input type="checkbox"/> Central Registry checked, if working with minors
	<input type="checkbox"/> Credit checked, if handling money or accessing court financial info
	<input type="checkbox"/> Referred for drug test
Courtroom/Unit Assigned: _____	<input type="checkbox"/> Emailed HR with intern/volunteer name & location of service
	<input type="checkbox"/> Passed Drug Test
	<input type="checkbox"/> Access Identification Card Provided- Badge #: _____