



NEVADA APPELLATE COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

**AOC INTERNSHIP/EXTERNSHIP PROGRAM APPLICATION**

**Applicant Instructions**

- Submit your completed application, resume, school transcript (an unofficial transcript is acceptable), to [HR@nvcourts.nv.gov](mailto:HR@nvcourts.nv.gov)
- Answer all questions fully and accurately.
- All applicants must submit to and pass a criminal background check prior to starting.
- Please note that all internships are unpaid positions.
- If you have questions, please contact Emily Kuhlman at (775) 684-1711 or [ekuhlman@nvcourts.nv.gov](mailto:ekuhlman@nvcourts.nv.gov)

**SECTION 1: APPLICANT INFORMATION**

First Name:		Last Name:		Middle initial:	
Mailing Address:					
Email Address:		Phone:		DOB:	
School:					
Current Class Year:		Expected Graduation Date:			
Desired semester/session and year for internship:					

**SECTION 2: PLACEMENT INTEREST** (please select any that apply and rank in order of preference)

Desired work location

\_\_\_ Carson City

\_\_\_ Las Vegas

\_\_\_ Remote/Virtual

Availability

\_\_\_ Full-time Summer: Monday–Friday, 8 hours daily

\_\_\_ Part-time Summer: \_\_\_ Number of hours

\_\_\_ Part-time Fall/Spring: \_\_\_ *Number of hours you intend to work each week*

In which of the following areas would you be interested in working? \* Select at least 3–5 areas and rank your selections in order of preference.

- |   |  |
|---|--|
| <input type="checkbox"/> Court Administration         | <input type="checkbox"/> Judicial Education        |
| <input type="checkbox"/> Human Resources              | <input type="checkbox"/> Court Improvement         |
| <input type="checkbox"/> Fiscal/Accounting Services   | <input type="checkbox"/> IT - Infrastructure       |
| <input type="checkbox"/> Public Information/Marketing | <input type="checkbox"/> IT - Helpdesk             |
| <input type="checkbox"/> Audit                        | <input type="checkbox"/> IT - Information Security |
| <input type="checkbox"/> Guardianship/Compliance      | <input type="checkbox"/> IT - App. Development     |
| <input type="checkbox"/> Specialty Courts             | <input type="checkbox"/> IT - Trial Court Support  |
| <input type="checkbox"/> Research and Analytics       | <input type="checkbox"/> Multi-Specialty Rotation  |

**\* Assignments are subject to multiple factors, thus, you may not be assigned to your first choice. For example, a unit may not have an assignment available during certain sessions.**

Please provide a brief statement as to why you are pursuing an internship with the Administrative Office of the Courts:

### SECTION 3: ACADEMIC INFORMATION

Are you seeking academic credit in conjunction with your internship?

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**Spring/Fall applicants:** please provide the date your school semester begins and the first day of your semester finals. **Summer applicants:** please provide the start of your Fall semester. We will attempt to schedule your internship around these dates. Also, please include any known scheduling conflicts you may have prearranged during the session.

Start of Semester:

1<sup>st</sup> Day of Finals:

Any Scheduling  
Conflicts:

Have you participated in any classes or similar activities during school that contributed to your interest in this internship opportunity? If so, please describe your experiences below.

Is there any professional/educational information that you would like us to know that has not already been covered in the this application packet and the attachments? If so, please describe below.

#### **SECTION 4: APPLICANT CERTIFICATION**

*Required:* By signing my name on the signature line below, I certify that the statements I made on this application form, attachments, and accompanying submissions (if any), are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal. I hereby certify that I am a United States citizen or legally authorized to work in the United States. All statements made on this application, including employment information, are subject to verification as a condition of interning with the Administrative Office of the Courts.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_