



# INTERNSHIP OPPORTUNITY

## UNITED STATES PROBATION OFFICE Texas Northern

### Internship Interest

Parties interested in participating in an internship with the United States Probation & Pretrial Services Office are required to upload the following documents to the Employment Application System (link provided below) and answer the pre-screening questions.

- Cover letter (two-page limit) answering the following questions:
  - What is your major and what do you hope to learn from your experience as an intern?
  - In what year are you in your program?
  - How many hours per week can you commit to working as an intern in our district?
  - How long (number of weeks, months, or semesters) can you commit to our program?
- A signed, complete [application](#) (AO-78 rev 5/24)
- Two letters of recommendation
- Unofficial transcripts (Official transcripts may be required for selected applicants)

All documents must be submitted via the online Employment Application System using the following link:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=25-INT>

*Note: This link is unique for this position opening only and **all documents must be uploaded in PDF format**, or the application will not transmit successfully.*

### DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.
- The accepted candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus.

Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found by scanning the code below.



**U.S. Probation is an Equal Opportunity Employer**