

PENINSULA ALCOHOL SAFETY ACTION PROGRAM

Peninsula ASAP is a criminal justice agency that provides probationary and court services for jurisdictions on the Virginia Peninsula. We currently have internship openings in our agency. Interested individuals can visit our website for electronic application information: Peninsula Alcohol Safety Action Program (peninsulaasap.com) General Statement of Responsibilities: Responsible for providing various support duties for the Peninsula ASAP office, and specifically, case management and preparing court reports (other duties as assigned).

Typical tasks include assisting case managers, front desk clerical operations such as maintaining accurate visitor logs, answering the telephone for the office; ascertaining the nature of the call and referring to the appropriate person, or providing information in response to general questions. Conveying messages as appropriate, perform a variety of typing functions including report writing, court reports, envelopes, and labels maintaining up-to-date mailing addresses. Assisting with the paperwork portion of urine drug screening collections, assists with intake paperwork and file management. Performing other related work as required. Candidates must be in Criminal Justice, Law, Psychology, Counseling, Business Management or other related courses of study.

Education and Experience: High school diploma or equivalent and two to four years of related responsible clerical experience. Up to 60 hours of related college coursework may be substituted for the experience requirements on an equivalent time basis. The candidate must be able to successfully pass a criminal background investigation, including a DMV record check and drug screen. Applicants must be able to: effectively communicate orally and in writing, read and understand written instructions, deal effectively and respectfully with the public, understand verbal instructions, learn to operate a personal computer and other electronic equipment.

The Peninsula Alcohol Safety Action Program

216 Village Parkway, Newport News, VA 23601

(757) 594 8970 EXT 311 or jwright@penasap.org

Internship Application

Name: _____

Last

First

M

Home (Telephone) () _____

Cellular (Telephone) () _____

Address: _____

City

State

Zip code

E-mail Address: _____

School currently enrolled: _____

Professors Name: _____ Phone number _____

Professors email: _____

Career Counselor _____ Phone Number _____

Email address: _____

Brief Summary:

Summary of Qualifications (skills, software, application)

- _____
- _____
- _____
- _____

Hours required for internship Course: _____

Have you ever been convicted of any law violations (including moving traffic violations)?

Yes (explain below)

No

If you answered “yes” to the above question, please list all and explain. Use additional pages if necessary. Note that certain minor violations and other offenses will not prevent your acceptance in the volunteer program.

How did you hear about this internship opportunity?

References

Please list three references:

Name: _____

Address: _____

Street City State Zip

Telephone: _____

E-mail _____

Name: _____

Address: _____

Street City State Zip

Telephone: _____

E-mail _____

Name: _____

Address: _____

Street City State Zip

Telephone: _____

E-mail _____

I understand that before I am assigned to a volunteer position with the Peninsula Alcohol Safety Action Program, a standard background investigation will be conducted. I hereby authorize such an investigation. The above information is true and correct.

Signature: _____

Date: _____

Please return this completed application to: **PASAP Special Program Coordinator.** *For any additional inquiries please send an email to: jwright@penasap.org*