

Mebane Police Department Mebane, North Carolina



Educational Internship Program Application



Submitting Application Packet

Please ensure the following documents and/or information is included with the completed application:

- Completed, in its entirety, the City of Mebane Employment Application; including,
 - ⇒ Position Title: **INTERN**
 - ⇒ Position Number: **{SEMESTER and YEAR}**

- Completed City of Mebane Equal Opportunity Employer Questionnaire Form

- Completed Mebane Police Department Intern Data Form; including School information,
 - ⇒ Sponsoring College / University
 - ⇒ Sponsoring College / University Address
 - ⇒ Contact Person / Advisor
 - ⇒ Contact Person / Advisor Mailing Address
 - ⇒ Contact Person / Advisor Telephone Number / Extension
 - ⇒ Contact Person / Advisor Email Address
 - ⇒ Beginning and Ending Dates for Internship
 - ⇒ Total Hours Required
 - ⇒ Total Hours Per Week
 - ⇒ Desired Internship Assignment
 - ⇒ Authorized Representative's Signature {College / University Intern Coordinator, Academic Advisor, or designated representative}

- Completed Internship Agreement Form; including,
 - ⇒ Student's Signature
 - ⇒ Authorized Representative's Signature {College / University Intern Coordinator, Academic Advisor, or designated representative}

Educational Internship Program

The Educational Internship Program was implemented by the Mebane Police Department to meet the academic requirements of North Carolina post-secondary schools whose degree programs stipulate a period of internship as a condition of graduation. The **Support Services Division** coordinates the Educational Internship Program, which provides future police officers an opportunity to experience real-world police applications.

Who May Apply:

Any bonafide student of an accredited post-secondary school situated in the State of North Carolina and offering at a minimum, a two-year or associates' degree program may apply for an educational internship. Placement priority will be given to those students who are majoring in Criminal Justice, Criminal Justice Administration, Forensics, or related fields of study and who have an internship obligation imposed as a condition of graduation.

Any bonafide student of an out-of-state accredited post-secondary school may receive similar consideration provided educational internship opportunities are available. However, out-of-state requests must be made directly from the school's advisor / authorized representative on behalf of the student.

Minimum Hours Required:

Interns participating in the Mebane Police Department's Educational Internship Program are required to complete a minimum of 150 hours during the participating semester. Interns are not considered employees of the Mebane Police Department or the City of Mebane and shall have no right to such typical employee benefits from the Mebane Police Department or the City of Mebane as wages, retirement pay, sick leave, paid vacation, workmen's compensation, or any other benefits or compensation generally associated with the employer/employee relationship.

Internship Work Schedule:

Interns participating in the Mebane Police Department's Educational Internship Program are required to adhere to the set schedule established by the assigned supervisor. A minimum of 20 hours a week is required. Working weekends may not be available at all divisions.

Selection Criteria:

To be selected as an Educational Intern of the Mebane Police Department, a student must:

1. Be meeting the academic standards of the sponsoring school.
2. Be sponsored and endorsed by a member of the school faculty who agrees to act as the student's advisor during the internship period; or designated school internship representative.
3. Agree to all conditions and terms which may be specified by either the sponsoring school or the Mebane Police Department in association with the internship.
4. Be of good moral character as determined by a thorough background investigation.
5. Not have committed or been convicted of a felony or a crime for which the punishment could have been imprisonment for more than two years; or have on his or her record a series of convictions of a lesser nature which, taken as a whole, indicates a continuing disregard or disrespect of law and regulations.



Educational Internship Program

General Information:

The number of Educational Interns who may be placed in the Mebane Police Department can vary from semester to semester because of the varying workload and organizational changes inherent in a police agency. In cases where the number of interns must be reduced, college seniors requiring an internship for graduation will be given first consideration.

The program provides college students an opportunity to enhance their formal education through observance and controlled participation in the daily operations of a large police organization.

The Mebane Police Department has several internship opportunities with various divisions within our agency. We allow Interns to participate in the following units:

- The Office of the Chief of Police
 - Public Affairs
 - Community Relations
- Administrative Services
 - Resource Management Division
 - Budget and Logistics
 - Planning
 - Training
- Patrol Division
 - K9/Operational Support
- Support Division
 - Special Operations Division
 - Incident Response and Planning Unit
 - Operational Support
 - Evidence
 - Criminal Investigations

Interns work on “white paper” projects that serve to expand their knowledge and provide work-based experience to better prepare them for a career in law enforcement. Additionally we allow Interns the opportunity to ride with a Patrol Officer to experience policing at the service delivery level.

Your internship commitment is established by agreement between your college counselor or professor, yourself and the Commanding Officer of your assignment. The Mebane Police Department will make your internship a meaningful experience – and incorporate what you have learned into an actual work experience. An evaluation will be completed and forwarded to your college counselor or professor upon completion of the internship.

How To Apply:

Applicants interested in receiving consideration for an internship with a progressive, professional and full-service police agency should contact the Support Services Division at (919)-563-9031. Please ask to speak with the Internship Coordinator.

Educational Internship Program

When completing the application, please enter “Police Intern” – “the semester and year you are applying for” in the Position Block. You may mail or return the completed application to:

Mebane Police Department
Support Services Division
116 West Center Street
Mebane, NC 27302

Applications for internships should be submitted during the “Application” period designated by the Internship Coordinator. All applications received after the deadline will be considered for the next semester period. Once the application period has ended, all applicants will undergo an extensive background check. Those that pass the background check will be reviewed by the Chief of Police. The Chief of Police will be responsible for selecting interns.

Internship Application Deadline Schedule:

Fall Semester – Application deadline is May 1

Spring Semester – Application deadline is October 1

Summer Session – Application deadline is February 1



City of Mebane Employment Application

This is an introductory page to the Employment Application. The following pages include:

- General Employment Information (1 page)
- Equal Opportunity Employer Questionnaire (1 page), and
- Employment Application (2 pages)

What you keep:

- General Employment Information (if printed), and

What to return to the Police Department, Support Services Division

- Equal Opportunity Employer Questionnaire (1 page)
- Employment Application (2 pages)

Both the Employment Application and Equal Opportunity Employer Questionnaire can be printed, or printed and completed manually. However, after completion be sure to sign and date both forms and mail to the following address:

City of Mebane
116 West Center St.
Mebane, NC 27302

Or, you can bring the application to our offices located at:

Mebane Police Department
116 West Center Street
Mebane, NC 27302

If you have any questions, contact us at 919-563-9031.

City of Mebane

An Equal Opportunity Affirmative Action Employer

General Employment Information

State law prohibits local governments from employing any males ages 18 - 25 years who have not complied with Selective Service regulations.

City of Mebane policy requires that as a condition of employment, persons **selected** for employment:

- Show proof of eligibility to work in the United States
- Successfully complete a pre-employment medical examination and drug screening before beginning to work

Application Guidelines

- **Application forms** are accepted for **vacant positions ONLY**. A separate current application form must be completed for **EACH** vacant position. It's a good idea to **keep a copy** for your records.
- Applications must be completed in full including applicant's signature. Each section of the application must be completed to be considered. When indicated, supplements and transcripts must also be included when submitting the application. **Resumes may be included, but are NOT accepted in lieu of applications and will not be considered if submitted without a completed application form.**
- Applications are accepted and must be received in one of the following ways to warrant consideration in the City's employment process:
 - **Turn in to** City of Mebane Human Resources Department, 106 E. Washington Street, Mebane, NC (Office Location) Monday thru Friday, 8 am – 5 pm except holidays.
 - **Mail to** Employment Office, HR Department, 106 E. Washington Street, Mebane, NC 27302 (postmarked no later than midnight of the closing date)
 - **FAX to** 919-563-1007
 - **E-mail to** ebennet@cityofmebane.com (This is the new way to send to us)
- Applications received that are **incomplete and/or are received after the closing date** will NOT be considered.
- In addition, applications, transcripts, letters of reference and other information submitted become property of the City of Mebane.

The Equal Employment Opportunity (EEO) Questionnaire

- The form is included in the application for EEO data collection and statistical reporting **ONLY**.
- Completing the form is **NOT** a requirement for employment.

Sources of information about City's job vacancies

- Internet: <http://www.cityofmebane.com/employment.asp>
- City application: http://www.cityofmebane.com/PDFs/Employment_App.pdf

The City of Mebane is a Family Friendly Employer that Fosters a Drug Free Work Environment



EMPLOYMENT APPLICATION

(Police Internship Only)

City of Mebane

Human Resources Department

(Mail) 106 E. Washington Street, Mebane, NC 27302

(Office) 106 E. Washington Street, Mebane, NC

27302 Office (919) 563-5901; FAX (919)563-1007

Internet: <http://www.cityofmebane.com/default.asp>

Application Date (mm-dd-yy)

POLICE INTERN

Position Title

Semester / Year

It is the policy of the City of Mebane to hire and promote the best-qualified individual(s) available. To this end, no person shall be refused employment, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, or any other non-job related factor, except when certain physical and mental requirements are bona-fide occupational qualifications. (City Personnel Policy I-1).

PRINT OR TYPE ALL INFORMATION

| Last Name | First Name | Initial | Phone (Day) | (Evening) | E-mail Address |
|-----------|------------|---------|-------------|-----------|----------------|
| | | | | | |

| Mailing Address | Street | City | State | Zip |
|-----------------|--------|------|-------|-----|
| | | | | |

Immigration Reform & Control Act

After employment, you will be required to submit verification of your legal right to work in the United States. The City of Mebane employs only United States citizens or aliens who can provide proof of identity and work authorization within 3 working days of employment.

Driver's License Information

Does the position you are applying for require a driver's license?
 Yes No. If YES, you **MUST** provide the information below:

| License # | State Issued | Class or Type | Expiration Date (mm/dd/yy) |
|-----------|--------------|---------------|----------------------------|
| | | | |

JOB RELATED EDUCATION AND TRAINING

| Name of School | School Address (City & State) | Dates Attended | | | | Type of Degree or Diploma Received | Major Subjects Studied |
|--|-------------------------------|----------------|----|-------|----|------------------------------------|------------------------|
| | | From Mo | Yr | To Mo | Yr | | |
| High School (Includes GED equivalency) | | | | | | (N/A if not graduated) | General Studies |
| Colleges or Universities | | | | | | (N/A if not graduated) | |
| Technical, Vocational, or Military Training | | | | | | (N/A if not graduated) | |

Describe job-related skills, knowledge, special training, or licenses you have pertaining to the position. Please identify skills using computer software such as Word, Excel, PowerPoint, Access, or other specialized computer software:

| | Check Yes or No | |
|---|--------------------------|--------------------------|
| | Yes | No |
| 1. Are you now, or have you ever been, employed by the City of Mebane? If YES, identify most recent employment dates, job title, department assigned, and/or reason for leaving in the "comments" section below. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been convicted of a civil or criminal violation of the law, other than a minor traffic violation? (Exclude juvenile offenses if records legally sealed). List the type of violations along with date(s) and status of convictions in the "comments" section below. Convictions will not necessarily disqualify you from employment. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been convicted of reckless driving or driving under the influence of alcohol or other drugs, OR has your driver's license ever been suspended or revoked as a result of a conviction(s) of a driving violation(s)? List the type of violations along with date(s) and status of convictions in the "comments" section below. Convictions will not necessarily disqualify you from employment. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have any relatives currently employed by the City of Mebane? If yes, list their name(s), position title, department assigned, and their relationship to you in the "comments" section below | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Were you ever discharged or forced to resign from employment due to misconduct or unsatisfactory services? If yes, explain in the "comments" section below. Prior discharges or forced resignations will not necessarily disqualify you from employment. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. This question if for Males 18 through 25 Only – Federal law requires males age 18 through 25 to register with the Federal government to comply with the Military Selective Service Act. North Carolina GS 143B-421.1 prohibits local governments from employing any males who have not complied with the federal Selective Service Registration regulations. If this requirement pertains to you, have you complied with the Federal law? (check the appropriate box to the right). | <input type="checkbox"/> | <input type="checkbox"/> |

Comments (for any YES answer from above, give number and explain on separate paper):

EXPERIENCE

Beginning with your current or most recent position, list all time periods of employment, unemployment, or volunteer experience over the past 10 years showing changes in title or promotions separately. Attach additional sheets or resume if needed; however, **a resume will not substitute for the information required in this section.**

| From | | To | | Name of Employer | Current or Last Position Title | | | | Employees Supervised |
|-------------------------------------|------------------|--------------------------|------------------|------------------|--------------------------------|-----------|------------|------------------------|----------------------|
| Mo | Yr | Mo | Yr | | | | | | |
| Prior Employment Status | | | | Address | City | ST | ZIP | Supervisor Name | Phone |
| <input type="checkbox"/> | Full Time | <input type="checkbox"/> | Part Time | | | | | | |
| Reason for wanting to leave? | | | | Duties: | | | | | |
| | | | | | | | | | |
| From | | To | | Name of Employer | Last Position Title | | | | Employees Supervised |
| Mo | Yr | Mo | Yr | | | | | | |
| Prior Employment Status | | | | Address | City | ST | ZIP | Supervisor Name | Phone |
| <input type="checkbox"/> | Full Time | <input type="checkbox"/> | Part Time | | | | | | |
| Reason for Leaving | | | | Duties: | | | | | |
| | | | | | | | | | |
| From | | To | | Name of Employer | Last Position Title | | | | Employees Supervised |
| Mo | Yr | Mo | Yr | | | | | | |
| Prior Employment Status | | | | Address | City | ST | ZIP | Supervisor Name | Phone |
| <input type="checkbox"/> | Full Time | <input type="checkbox"/> | Part Time | | | | | | |
| Reason for Leaving | | | | Duties: | | | | | |
| | | | | | | | | | |
| From | | To | | Name of Employer | Last Position Title | | | | Employees Supervised |
| Mo | Yr | Mo | Yr | | | | | | |
| Prior Employment Status | | | | Address | City | ST | ZIP | Supervisor Name | Phone |
| <input type="checkbox"/> | Full Time | <input type="checkbox"/> | Part Time | | | | | | |
| Reason for Leaving | | | | Duties: | | | | | |
| | | | | | | | | | |

APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief, and that any false statements or major omissions shall be considered sufficient cause for employment disqualification or dismissal. I further acknowledge that any or all information provided by me is subject to verification and hereby authorize the City of Mebane to conduct a personal background investigation of me including any current or prior criminal arrests, convictions, and driving history. By my signature below, I authorize the City of Mebane to contact my current and/or all former employers, as well as schools or other educational institutions that I may have attended, and obtain any information about my qualifications for employment including current or prior work history, scholastic ratings and records, and any other information they may have regarding me, whether or not it is on their records. I also authorize my current and/or former employers and educational institutions to release any information requested by the City of Mebane.

| | |
|----------------------------|-----------------------|
| | |
| Applicant Signature | Signature Date |

**City of Mebane
Equal Opportunity Employer Questionnaire**

PLEASE COMPLETE THIS FORM - IT WILL BE REMOVED PRIOR TO PROCESSING

In order to comply with United States Government Equal Employment Opportunity requirements, all applicants for employment are requested to complete this form. Data collected will be used for statistical reporting purposes and to measure the effectiveness of recruitment efforts and selection procedures. This information is requested on a voluntary basis, will be kept confidential, and is not available to hiring authorities. Refusing to provide the information will not result in any adverse treatment with respect to the employment or selection process.

The City of Mebane is an equal opportunity employer. In accordance with applicable laws and regulations, the City does not discriminate on the basis of disability or other prohibited criteria. If you believe you have been treated unfairly or discriminated against on the basis of race, color, national origin, gender, age, religion, political affiliation, sexual orientation, or disability, please contact the Human Resources Department at 919-563-5901.

DISABLED APPLICANTS: The Human Resources Office may have resources to assist applicants with the application and/or interview process. If special needs are to be considered, please call 919-563-5901

Applying for Position Number: Effective Date (mm/dd/yy)

Job _____ Title _____
Applicant

Name Are you age

40 or over? Yes No Are you Female Male

Are you a veteran of the United States Armed Forces? Yes No

If "Yes" - Branch of Service _____ Type of Discharge _____

Ethnic Origin (Check one)

- White** (not of Hispanic origin): All persons with origins in any of the peoples of Europe, North Africa or the Middle East.
- Black** (not of Hispanic origin): All persons with origins in any of the black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, India, Japan, Korea and Samoa
- American Indian or Alaskan Native:** All persons with origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

To help us ensure our recruitment efforts are targeted to and reaching all segments of our recruitment area and community, please identify how you first learned of this job opening (check only one box).

| | | |
|---|--------------------------|--|
| <input type="checkbox"/> A Friend or Relative | <input type="checkbox"/> | TDD Line for hearing impaired |
| <input type="checkbox"/> A City Employee | <input type="checkbox"/> | Newspaper (name): |
| <input type="checkbox"/> TV Monitor in Melvin Municipal Office Building | <input type="checkbox"/> | Cable or other TV/Radio (which channel): |
| <input type="checkbox"/> Internet (identify web site): | <input type="checkbox"/> | Other means (identify): |

If you are disabled and would like to request testing accommodations, please describe:



Mebane Police Intern Data Form

Any student seeking placement with the Mebane Police Department under the Department's Educational Internship Program shall be sponsored by an accredited school located within the State of North Carolina.

In order to process an application for internship, the sponsoring school's authorized representative is required to provide the full information stipulated below; signing as provided, and returning the form to:

Support Services Division
Mebane Police Department
116 West Center Street, Mebane, NC 27302

Applications will not be processed until this and the attached Internship Agreement is received.

Student's Full Name: _____ Age _____

Date of Birth _____ Driver's License Number / State _____

Social Security Number _____ Phone _____

Email Address _____

Home Address _____

Address and phone number where the student can normally be reached while enrolled in the Intern Program (if different from above)

Name, Address and phone number of person to be contacted in case of emergency.

Sponsoring School _____

Sponsoring School Address _____

School Contact Person/Advisor Mr. Mrs. Ms. Dr. (circle one) _____

Advisor's Telephone Number _____ Advisor's Email Address _____

Mailing Address (include zip code) _____

Inclusive Dates of Internship sought: Beginning _____ Ending _____

Total Internship Hours Required by Sponsoring School: _____ Total Hours Per Week: _____

Student's Major _____

Student's Desired Internship Assignment _____

Authorized Representative's Signature _____



Mebane Police Department Educational Internship Agreement

I, _____, a student at _____,

do hereby agree to participate in an educational internship with the Mebane Police Department for which I may receive academic credit and/or other educational benefit.

In consideration of the learning experience provided by the Mebane Police Department, I further agree to the following terms of the internship:

1. My internship and association with the Mebane Police Department is of a voluntary nature and that I shall not be considered an employee of the Mebane Police Department or the City of Mebane.
2. I shall have no right to such typical employee benefits from the Mebane Police Department or the City of Mebane as wages, retirement pay, sick leave, paid vacation, workmen's compensation, or any other benefits or compensation generally associated with the employer/employee relationship.
3. I waive for myself, my heirs, administrators or assigns, any and all claims, actions, and causes of action against the City of Mebane, its officers, agents, and employees, of injury or damage to my person or property while I am participating in this program.
4. I will hold harmless the City of Mebane, its officers, agents, and employees for any injury, including but not limited to claims for wrongful death, arising in any manner to me while participating in this program.
5. I will hold in strictest confidence any information of any investigative or other sensitive nature that I gain through this internship and I will never use the resources of the Mebane Police Department for personal use.
6. I will abide by all regulations, dress codes, etc, that are explained to me by my supervisor in the Department.

Signature of Student

Date

Signature of Student's Advisor

Date

Signature of Police Department Representative

Date