**BERKS COUNTY JUVENILE PROBATION OFFICE INTERNSHIP ELIGIBILITY AND REQUIREMENTS**

**Eligibility:**

* Senior or Junior pursuing a Bachelor’s or Master’s degree
* GPA of 3.0 or above
* A minimum of 150 hours
* Ability to intern at least three days a week, fewer days will be considered

**Documents required to apply for internship**:

* County of Berks Employment Application:
	+ <https://www.countyofberks.com/getmedia/ad701e87-943a-4b48-bc73-439a268cf2d2/BCEmploymentApp.pdf>
* PA State Police Background check:
	+ <https://epatch.pa.gov/home>
* Child Abuse Clearance (For Juvenile Probation interns):
	+ <https://www.compass.state.pa.us/cwis/public/home>
* Resume
* Internship’s requirements from school
* Proof of school status (Junior/Senior only)
* Proof of a 3.0 GPA or above
* Copy of Driver’s License
* Copy of Car Insurance
* Hold Harmless Agreement (signed at interview)
* Confidentiality Notice (signed at interview)
* Policy Acknowledgement (signed at interview)
* FBI Clearance (If selected for internship, secure after interview):
	+ <https://uenroll.identogo.com/workflows/1KG738>

Submit all documents to Deputy Chief, Barbara Dancy, at: bdancy@berkspa.gov. Once documents are received, prospective interns will be contacted to schedule an interview.