

Have you previously applied, interviewed or worked in any capacity within the Circuit Court of Cook County? If yes, please provide details and attach a separate sheet if necessary.

Briefly explain why you are interested in an internship/externship with the Circuit Court of Cook County:

Education

(List the schools you have attended and/or currently attending along with the other information required)

	Name and School Address	Years Completed	Dates Attended	Graduation Yes or No	Degree Awarded
High School					
Colleges or Universities					
(List Major/ Minor)					
Colleges or Universities					
(List Major/Minor)					
Law/Graduate School					

List other formal and special training courses that may be relevant to this position:

List any foreign languages you speak and indicate your proficiency by checking the appropriate box.

Language	Reading	Speaking	Understanding	Writing

Indicate special computer skills or programs you may be proficient in.

References

List the names of two adults not related to you, who have known you for a period of at least 2 years. All persons to whom you refer may be asked to appraise your character, ability, experience, personality, and other qualities.	
1. Name:	Phone#:
Relationship:	
2. Name:	Phone#:
Relationship:	

List the days and hours you will be available to work between the hours of 8:30 a.m. - 5:00 p.m.

Day	Start	End
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Indicate the work position, department and locations for which you would like to be considered:

Richard J. Daley Center: 50 West
Washington Street Chicago, Illinois 60602

Court Operations

- Chancery Division
- Civil Division
- County Division
- Domestic Relations Division
- Law Division
- Probate Division
- Traffic Division

General Counsel's Office

External Affairs

George W. Dunn Building: 69 West
Washington Street Chicago, Illinois 60602

Inspector General/Investigations

Management Information Systems (I.T.)

Finance

District Courthouses:

Second Municipal District
5600 Old Orchard Road Skokie,
Illinois 60077

Third Municipal District
2121 Euclid
Rolling Meadows, Illinois 60008

Fourth Municipal District
1500 Maybrook Drive
Maywood, Illinois 60153

Fifth Municipal District
10220 South 76th Avenue
Bridgeview, Illinois 60455

Sixth Municipal District
16501 South Kedzie Parkway
Markham, Illinois 60428

Release Form

Please read the following carefully before signing it as it contains terms and conditions that affect your application.

- This application and all other materials submitted become the property of the Office of the Clerk of the Circuit Court of Cook County. You will be contacted by this office if you are to be interviewed or if any additional information is needed.

- This application will become inactive after six (6) months or the session applied for.

- I understand that nothing in this application creates an employment contract or relationship. I also understand that if I intern at the Office of the Clerk of the Circuit Court, my internship/externship can be ended at any time, by myself or the Clerk's Office, for any grounds not prohibited by law.

- I understand that before final approval is granted, as an intern/extern for the Circuit Court of Cook County, I will be unable to work paid or unpaid for any law firm or any other legal agency or office outside of my internship/externship with the circuit court, unless prior approval to do is granted by the Program Director.

- I understand that my internship/externship position requires a criminal background check.

- I hereby authorize all of my previous employers and current employer (if applicable) and schools named in this application to furnish any details relevant to the verification of the information I have submitted. I hereby release all such persons/entities from any liability regarding the provision or use of such information.

- I certify that I have provided information that, to the best of my knowledge, is truthful and accurate. I understand that falsification or significant omissions will be grounds for denying or ending an internship/externship with the Office of the Clerk of the Circuit Court of Cook County.

Printed Name

Signature

Date

Completed Application Checklist

Application

Signed Release Form

Official or/un-Official Transcript

(Self-prepared transcripts will not be accepted)

Resume

Two Letters of Recommendation

(One from an academic source and one from a work or volunteer setting)

Writing Sample (Not to exceed 10 pages)

Applications must be submitted by the deadlines posted on the The Clerk of the Circuit Court of Cook County website which can be found at the following location: www.cookcountyclerkofcourt.org/

Please return your completed application by mail or email:

The Clerk of the Circuit Court of Cook County

Human Resources

Attn: Intern/Extern Program

50 West Washington, Suite 1001

Chicago, IL 60602

Email: careers@cookcountycourt.com

Phone: 312-603-5040