



Kenova Municipal Court



**1501 Pine Street
Kenova, WV 25530
(304) 453-2206
Fax: (304) 453-1601
Internship Program**

Eligibility and General Information

The City of Kenova is seeking students interested in city government to participate in an unpaid internship program. Interns will work in positions throughout the city that offer both valuable experience and individual responsibility. The program will give students experience in every-day operations of city government and will be required to attend some municipal court sessions and/or city council meetings within the time frame. For more information about job duties call the court clerk using the contact information below.

Students are selected on the basis of merit. Selection is based on many factors including academic achievement, school courses, extracurricular activities and desire to learn and gain experience, these will be determined from the application as well as the interview to ensure there is a good fit.

Applicants must have a minimum GPA of 3.00, and be in a related field of study.

For unpaid positions, interns may receive academic credit through their colleges. An applicant for an unpaid position should inquire directly to his/her school about requirements and programs for academic credit or funding. In active partnership with Marshall University, ACTC, and Mountwest Community College.

Applications, Deadlines and Interviews

In order to be considered for an internship you must submit a completed application form with a resume, including any extracurricular activities and awards, and a schedule of your work availability.

Please submit your applications to:

Kenova Municipal Court Attn: Kristen Parsons Municipal Court Clerk

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Applications may be hand-delivered, emailed to Kristenwhite52@gmail.com, or mailed in. Post mark must be on or before due date.

Once the application is reviewed you will be contacted by the court clerk to set up an interview time if you are being considered.

Internship Application Form

In order to be considered for an internship you must submit a signed and completed application form along with a resume and a schedule of your work availability.

Name: _____

School Address: _____



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Permanent Address: _____

Cell Phone Number: _____ Permanent Phone Number: _____

Email address: _____

Date of Birth: _____ Place of birth: _____

Number of hours required to earn credit hours: _____

Institution granting credit hours: _____

Years attended: _____ Major course of study: _____

List three references (not relatives) that have known you for at least two years:

Name:

Address:

City, State, Zip:

Telephone:

Occupation:

Name:

Address:

City, State, Zip:

Telephone:

Occupation:

Name:

Address:

City, State, Zip:

Telephone:

Occupation:

License number: _____

Have you ever been arrested for a felony offence? _____

If yes, explain _____

By signing this application, I attest that the information I have given is correct to the best of my knowledge. By signing, I also give permission Kenova Municipal Court to conduct a criminal background check in connection with my application to intern with the court. I understand that any information obtained will be held in strict confidence.



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Applicant Signature _____ Date _____