#   DPFS INTERN INQUIRY

**Purpose:** Use this form to implement a new internship onboarding process.

**Directions:** If you require 100 hours or more for your internship, complete this form in its entirety and send to comenga@dfps.texas.gov long with your resume and cover letter. The email subject should read: Internship Inquiry city/county. For example: Internship Inquiry- Austin/Travis. If you require less than 100 hours, please visit the following [link](https://www.dfps.texas.gov/Community/volunteer/default.asp) to request an opportunity to volunteer with the agency.

| APPLICANT INFORMATION   |
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| Applicant Name:      | Email Address:      | Telephone/Cell Number:      |
| Street Address (including city state and zip code):      |
| Are you Employed with DFPS?  [ ]  Yes [ ]  No | If yes explain:       |
| Have you secured your own placement within DFPS?  [ ]  Yes [ ]  No | If yes, with who? (Name, Number, Email and Department):       |
| Internship Requirements:   [ ]  Undergraduate[ ]  Graduate[ ]  Other | [ ]  Fall Semester[ ]  Spring Semester[ ]  Summer Semester | Total Hours Needed:      |
| Specific Supervision Requirements:      |
| Preferred Placement:   [ ]  Adult Protective Services (Field)[ ]  Child Protective Investigations (Field)[ ]  Child Protective Services (Field) | [ ]  Faith-Based and Community Engagement (State Office)[ ]  Human Trafficking (State Office)[ ]  Legal (State Office)[ ]  Statewide Intake (State Office)[ ]  Youth and Parent Helpline (State Office)[ ]  Other: (State Office) Specify:       |
| University Information: (Name and Location)      | University Point of Contact: (Name, Number and Department)      |
| What format of internship are you comfortable with?   [ ]  In-Person [ ]  Virtual [ ]  Hybrid |
| What days and times are you available to work? |
| Monday:      | Tuesday:      | Wednesday:      | Thursday:      | Friday:      | Saturday:      | Sunday:      |
| Signature: **X**       | Printed Name: **X**       | Date Signed:      |

| FBCE USE ONLY  |
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| Has the applicant completed and returned the following documents?   [ ]  Volunteer Application [ ]  Non DFPS Staff Computer Security Agreement[ ]  Volunteer Confidentiality Agreement |