

Intern Placement Process and Application Checklist

State of Connecticut Judicial Branch

Step 1 – Intern Submits Complete Application Packet

- Cover Letter
- Resume
- Intern Application Form *
- Intern Verification Form *
- Send Application Packet to Coordinator *
assigned to your region by mail, fax, or e-mail.

Intern Program, External Affairs, 99 East River Drive,
7th Floor, Two Riverview Square, East Hartford, CT 06108
Fax: (860) 282-6585

Step 2 – Intern Interviews

1. Coordinator reviews complete Application Packet.
2. Eligible intern candidate is contacted by Coordinator to arrange a one-on-one interview to discuss areas of interest and an appropriate placement.
3. The professional intern candidate is then scheduled for an interview with the potential placement site supervisor (Workplace Host).

Step 3 – Intern Placement Established

1. Acceptance by the Workplace Host and the Coordinator
2. Mandatory background check will be conducted prior to the internship start date.

* For more information, including identifying the assigned Coordinator to your desired region, **visit the Intern website at www.jud.ct.gov/intern/**