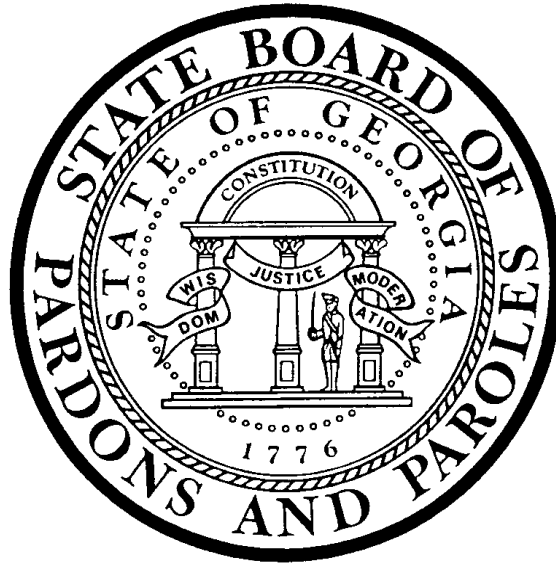


# GEORGIA STATE BOARD OF PARDONS AND PAROLES



## INTERNSHIP APPLICATION PACKAGE

**2 Martin Luther King, Jr. Dr. S.E.  
Suite 1116  
West Tower  
Atlanta, Georgia 30034  
(404) 656-5716**



# GEORGIA STATE BOARD OF PARDONS AND PAROLES

## Qualifications

The following qualifications must be met before an intern assignment can be made:

1. The applicant should be a United States citizen or a lawful alien.
2. The applicant should be a student in good academic standing at his/her college/university with a minimum Grade Point Average (G.P.A.) of 2.5.
3. The applicant must be a junior, senior, or graduate level student at an accredited college/university.
4. The applicant should be pursuing a major in one of the following disciplines: Criminal Justice, Psychology, Sociology, Social Work, Political Science, Human Resources, Accounting, Finance, Business Administration, Computer Science or Public Administration.
5. The applicant should be recommended by a faculty member.
6. The applicant shall provide a letter from his/her school's registrar stating the applicant's current G.P.A. and academic grade level.
7. The applicant should be physically able to perform the duties of a Parole Officer if applying for a P.O. internship.
8. Careful consideration will be given to any criminal history the applicant might have. The applicant should have no criminal history of offenses involving moral turpitude nor a pattern of disregard for public safety.



# GEORGIA STATE BOARD OF PARDONS AND PAROLES

## Letter of Recommendation

### TO BE COMPLETED BY APPLICANT

Name: \_\_\_\_\_

College/University: \_\_\_\_\_

Applicant's degree program: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

---

### TO BE COMPLETED BY ADVISOR/FACULTY MEMBER

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Phone number (optional): \_\_\_\_\_

**PLEASE COMMENT ON THE ACADEMIC PREPARATION AND CHARACTER OF APPLICANT**



# GEORGIA STATE BOARD OF PARDONS AND PAROLES Internship Application

Date \_\_\_\_\_

_____		_____	_____
Full Name		Social Security Number	Date of Birth
_____		_____	_____
Address		City	State
_____	_____	( ) _____	( ) _____
Zip Code	County	Home Phone Number	Work Phone Number
_____	_____	_____	_____
Race	Sex	Birth Place	

## OFFICE ASSIGNMENT

Please list the department you would like to intern in. If seeking a Parole Officer internship choose three Parole Offices in which you would like to intern (refer to attached list).

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## EDUCATION

_____	_____	_____	_____
Branch	Major	Minor	Quarter/Semester Hours
_____	_____	_____	( ) _____
GPA	Graduation Date	Faculty Advisor	Telephone Number

## EMPLOYMENT (Most Recent)

_____		_____	
Employer		Address	
_____	_____	_____	( ) _____
Telephone Number	Supervisor	Job Title	Dates of Employment
Have you ever been dismissed from a job? _____ If yes, explain _____			
_____			
Have you ever worked as an intern for our agency? _____ If so, what location? _____			



# GEORGIA STATE BOARD OF PARDONS AND PAROLES Internship Application

## CRIMINAL RECORDS:

Have you ever been arrested for any reason? \_\_\_\_\_

If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted by Federal, State, or other law-enforcement authorities, for any violation of any Federal law, county or municipal law, regulation, or ordinance? (Do not include anything that happened before your sixteenth birthday. Do not include minor traffic violations for which a fine of \$35.00 or less was imposed. All other convictions must be included even if they are pardoned.) \_\_\_\_\_ Yes \_\_\_\_\_ No If the answer is YES, state the reason convicted, the date convicted, and the place where convicted

<u>Charge on which convicted</u>	<u>Date Convicted</u>	<u>Name of Court/ Place Convicted</u>	<u>Pardoned</u> (yes or no)
_____	_____	_____	_____
_____	_____	_____	_____

Are there any charges now pending against you by Federal, State, or other law-enforcement authorities, for any violation of any Federal law, State law, county or municipal law, regulation or ordinance? (Do not include anything that happened before your sixteenth birthday. Do not include minor traffic violations for which a fine of \$35.00 or less would likely be imposed.) \_\_\_\_\_ Yes \_\_\_\_\_ No If the answer is YES, provide the following information.

<u>Violation Charged</u>	<u>Name of Government</u>	<u>Name of Court/Location Pending</u>
_____	_____	_____
_____	_____	_____

Do you have contact with any convicted felons at the present? \_\_\_\_\_

If yes, explain \_\_\_\_\_  
\_\_\_\_\_

## MILITARY SERVICE

<u>Branch</u>	<u>Dates</u>	<u>Type of Discharge</u>
_____	_____	_____



## GEORGIA STATE BOARD OF PARDONS AND PAROLES GCIC Awareness Statement

Access to criminal justice information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and by GCIC Council Rules. Criminal justice information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing techniques or methods employed to ensure the security and privacy of information or data collected in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq.) was enacted to provide statutory protection for public sector and private sector computer systems, including communications links to such computer systems. The Act establishes major felony penalties for four criminal offenses: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The Act defines each of the felonies in broad terms. Criminal penalties for each offense include maximum sentences to confinement for 15 years, fines up to \$50,000, and civil penalties. The Act also establishes Computer Password Disclosure as a misdemeanor, with the first violation punishable by a fine of not exceeding \$5,000 or imprisonment for not more than 12 months, or both.

These statutes have broad application in Georgia to private citizens, to public officials, and to employees of government agencies. The Georgia Criminal Justice Information System Network, operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31, and all of the data bases accessible via network terminals, are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read this Awareness Statement.

\_\_\_\_\_  
Employee Name (print or type)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Signature, Witness

\_\_\_\_\_  
Date



# GEORGIA STATE BOARD OF PARDONS AND PAROLES

## Affidavit of Verification

Georgia, \_\_\_\_\_ County

Personally appeared before the undersigned attesting officer, duly authorized to administer oaths, \_\_\_\_\_, who, after being duly sworn, deposes and says and declares under penalties of false swearing that he/she is the person who executed the forging instrument; that he/she has read and completed the same and knows and understands the contents thereof; that the matters stated therein and the answers and information furnished by him/her in the foregoing questionnaire, including any attachments thereto, are true and correct. I understand that knowingly providing false information in this application may be grounds for refusal or withdrawal of an offer of internship.

\_\_\_\_\_  
(SIGNATURE OF AFFIANT)

SWORN AND SUBSCRIBED BEFORE ME:

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

\_\_\_\_\_  
(EXPIRATION DATE OF COMMISSION)

# GEORGIA STATE BOARD OF PARDONS AND PAROLES

## Waiver to Release Information

I, \_\_\_\_\_, for the purpose of an intern background review being conducted by the Georgia Board of Pardons and Paroles, authorize the release of all information, of every sort and type, pertaining to my educational record, military service, employment history, driving record and credit record, from any available source. I further authorize the release of any criminal history record information pertaining to me which may be in the files of any criminal justice agency whether federal, state, or local. I authorize the release of any and all information described above to any designated representative of the Georgia Board of Pardons and Paroles.

A photo copy of this form may be used in lieu of the original.

This release is valid for sixty days.

\_\_\_\_\_  
Full Name Printed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBSCRIBED BEFORE ME:

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
EXPIRATION DATE OF COMMISSION



# Georgia Parole Board District Offices

**Adairsville**

14 Legacy Way, Suite D  
Adairsville, GA 30103  
(770) 773-2803

**Albany**

1301 Evelyn Avenue  
Albany, GA 31705  
(229) 430-4392

**Americus**

710 Martin Luther King Jr. Blvd.  
Americus, GA 31719  
(229) 931-2531

**Athens**

434 East Dougherty Street  
Athens, GA 30603  
(706) 369-5620

**Augusta**

3132 Wrightsboro Road, Suite A  
Augusta, GA 30909  
(706) 731-7062

**Brunswick**

1429 Union St.  
Brunswick, GA 31521  
(912) 264-7386

**Cairo**

240 2<sup>nd</sup> Avenue, S.E.  
Cairo, GA 39828  
(229) 377-9859

**Canton**

220 Brown Industrial Parkway, Ste.  
100, Canton-Cherokee Industrial Park  
Canton, GA 30114  
(770) 720-3530

**Carrollton**

202 Tanner St.  
Carrollton, GA 30117  
(770) 836-6894

**Clarkesville**

194 Professional Park  
Clarksville, GA 30523  
(706) 754-6701

**Columbus**

114 Enterprise Court  
Columbus, GA 31904  
(706) 649-1105

**Conyers**

997 Commerce Dr., Suite 1-B  
Conyers, GA 30094  
(770) 388-5770

**Cordele**

1207 South 7<sup>th</sup> Street  
Cordele, GA 31015  
(229) 276-2363

**Cuthbert**

301 East Dawson Street  
Cuthbert, GA 39840  
(229) 732-9575

**Dahlonega**

109 Tipton Drive  
Dahlonega, GA 30533  
(706) 864-1972

**Dalton**

710 South Hamilton Street  
Dalton, GA 30720  
(706) 272-2117

**DeKalb Parole Center (Decatur, GA)**

4291-A Memorial Drive  
Decatur, GA 30032  
(404) 298-3656

**Douglas**

14 Airport Circle  
Douglas, GA 31533  
(912) 389-4048

**Douglasville**

8687 Hospital Drive Suite 103  
Douglasville, GA 30134  
(770) 489-3029

**Dublin**

125 West Jackson Street  
Dublin, GA 31021  
(478) 275-6606

**Eatonton**

824 Oak Street Suite 1  
Eatonton, GA 31024  
(706) 485-4554

**Ellijay**

26 River Terrace, Suite 201  
Ellijay, GA 30540  
(706) 276-7066

**Fitzgerald**

410 South Sherman Street  
Fitzgerald, GA 31750  
(229) 426-5223

**Gainesville**

212 Green Street, N.E.  
Gainesville, GA 30501  
(770) 535-5725

**Griffin**

1435 N. Expressway, Suite 301  
Griffin, GA 30223  
(770) 229-3120

**Hartwell**

331 Memorial Road  
Hartwell, GA 30643  
(706) 856-2670

**Jefferson**

78 Washington Street  
Jefferson, GA 30549  
(706) 367-4759

**Jesup**

261 North Brunswick Street  
Jesup, GA 31545  
(912) 427-5890

**Jonesboro**

7681 Southlake Pkwy.,  
Suite 710  
Jonesboro, GA 30236  
(770) 473-2450

**LaFayette**

901 North Main Street  
LaFayette, GA 30728  
(706) 638-5560

**LaGrange**

135 Buena Vista Drive  
LaGrange, GA 30241  
(706) 845-4075

**Lawrenceville**

595 Old Norcross Road, Suite E  
Lawrenceville, GA 30045  
(770) 995-2189

**Lyons**

135 S. W. Broad St.  
Lyons, GA 30436  
(912) 526-4509

**Macon**

1552 Rocky Creek Road  
Macon, GA 31206  
(478) 751-6218

**Marietta**

1220-F Kennestone Circle  
Marietta, GA 30066  
(770) 528-3724

**Milledgeville**

2271 Vinson Hwy., Arnall Bldg.  
Milledgeville, GA 31061  
(478) 445-4431

**Monroe**

226 Alcova Place, Suite E-17  
Monroe, GA 30655  
(770) 207-4160

**Moultrie**

117 First Ave., S. E.  
Moultrie, GA 31768  
(229) 891-7260

**North Fulton (Atlanta, GA)**

3201 Atlanta Ind. Pkwy., Suite 306  
Atlanta, GA 30331  
(404) 699-6835

**Rome**

504 Riverside Pkwy., Suite 500  
Rome, GA 30161  
(706) 295-6483

**Savannah**

607 Abercorn St., Suite A  
Savannah, GA 31401  
(912) 651-2003

**South Metro Parole Center**

1568-A Willingham Drive  
College Park, GA 30337  
(404) 559-6616

**South Richmond (Augusta, GA)**

3132 Wrightsboro Road, Suite A  
Augusta, GA 30909  
(706) 731-7062

**Statesboro**

51-55 East Main St  
Statesboro, GA 30458  
(912) 681-5658

**Thomaston**

113-C East County Road  
Thomaston, GA 30286  
(706) 646-6030

**Thomasville**

436-G Smith Avenue  
Thomasville, GA 31792  
(229) 225-4060

**Thomson**

108 Gordon Street  
Thomson, GA 30824  
(706) 595-5891

**Valdosta**

120 North Oak Street  
Valdosta, GA 31601  
(229) 333-5305

**Warner Robins**

2505 Moody Road  
Warner Robins, GA 31088  
(478) 329-4730

**Waycross**

106 Albany Avenue  
Waycross, GA 31501  
(912) 285-6323