



MARK MUSELLA
Bergen County Prosecutor

Office of the County Prosecutor

DENNIS CALO
First Assistant Prosecutor

County of Bergen

THOMAS MCGUIRE
Executive Assistant Prosecutor

Two Bergen County Plaza
Hackensack, New Jersey 07601
(201) 646-2300

JASON LOVE
Chief of Detectives

The Bergen County Prosecutor's Office College Intern Program

The BCPO hires qualified candidates who are **rising seniors** at a four year accredited college. The internships are unpaid and students are encouraged to try to obtain credit from their schools. The internship runs June 7, 2023 to August 11, 2023. Students will be required to work approximately 24 hours per week. Interns are expected to dress in business attire and conduct themselves in conformity with the standards of the office. Interns will report to either 2 Bergen County Plaza -Hackensack or the Galda Building in Paramus.

Responsibilities vary according to assignment but generally interns participate in three core activities-

- 1. Participation:** interns will perform filing, light research, library organization, data entry and scanning and other computer related tasks.
- 2. Observation:** interns are encouraged to attend court as often as possible. They are also included in appropriate meetings and interviews.
- 3. Interaction:** interns will speak to attorneys, police officers, victim /witness advocates and clerical staff to gain from their collective personal experiences. It may also be possible to have them speak with members of the Sheriffs's Department and a Superior Court Judge.



A State Accredited and Nationally Recognized Law Enforcement Agency

Additionally, interns will receive assistance with resume' writing and interviewing skills to assist them in seeking future employment. To apply, please return the following application with all supporting documentation as well as a resume and cover letter. Applications will be accepted September 1, 2022 through December 1, 2022. Also, all interns must be fully vaccinated against Covid-19 and provide proof of same.

Very truly yours,

A.P. Heather Suffin & A.P. Ron McCormick
Bergen County Prosecutor's Office
2 Bergen County Plaza, 4th floor
Hackensack, NJ 07601

1. NAME: _____
2. ADDRESS: _____
3. PHONE NUMBER: _____
4. DATE OF BIRTH: _____
5. COLLEGE: _____

6. YEAR OF GRADUATION MUST BE 2024 OR THE STUDENT MUST HAVE COMPLETED 90 CREDITS.

7. A LETTER CONFIRMING YOUR YEAR OF GRADUATION FROM THE DEAN OF STUDENTS AT YOUR COLLEGE MUST BE INCLUDED WITH THIS APPLICATION.

8. MAJOR: _____

9. GPA: _____

10. HAVE YOU ATTENDED A COLLEGE OTHER THAN THE ONE YOU EXPECT TO GRADUATE FROM?: _____

10a. IF YES, WHY DID YOU TRANSFER? _____

11. PLEASE LIST TWO REFERENCES WITH CONTACT INFORMATION: _____

12. IN YOUR OWN WORDS, PLEASE EXPLAIN WHY YOU WANT TO BE AN INTERN AT THE BERGEN COUNTY PROSECUTOR’S OFFICE. IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH A SEPARATE PIECE OF PAPER. _____

13. PLEASE ACKNOWLEDGE THE FOLLOWING BY PLACING YOUR INITIALS NEXT TO EACH STATEMENT:

- I. I UNDERSTAND THAT I WILL HAVE TO COMPLY WITH ALL HEALTH AND SAFETY REGULATIONS INCLUDING THE MANDATORY VACCINATION POLICY. _____
- II. I UNDERSTAND THAT THE SUMMER INTERNSHIP IS UNPAID. _____
- III. I UNDERSTAND THAT IF HIRED I WILL GO THROUGH AN EXTENSIVE BACKGROUND CHECK. _____
- IV. I HAVE A GOOD FAITH BELIEF THAT I WILL PASS THE BACKGROUND CHECK. _____
- V. I UNDERSTAND THAT IF HIRED I WILL BE REQUIRED TO WORK AT LEAST 24 HOURS A WEEK AND POTENTIALLY MORE BASED ON MY ASSIGNMENT. _____
- VI. I UNDERSTAND THAT IF HIRED I AM NOT PERMITTED TO MISS MORE THAN 2 DAYS OF THE INTERN PROGRAM. _____
- VII. I UNDERSTAND THAT IF HIRED I WILL BE EXPELLED FROM THE PROGRAM IF I MISS MORE THAN TWO DAYS OF THE PROGRAM. _____

THIS SHEET MUST BE SUBMITTED WITH A RESUME, COVER LETTER, THE LETTER FROM YOUR SCHOOL IN ITEM 7 & A COPY OF YOUR VACCINE CARD TO BE CONSIDERED A COMPLETE APPLICATION.

SIGNATURE: _____