

**JUDGE**  
**MARIAN ELAINE JACKSON**  
Justice of the Peace, Precinct 3  
Waller County, Texas



**Application for Waller County Justice of the Peace, Precinct Three  
Internship Program**

1. Name of Applicant \_\_\_\_\_
2. Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_      3. SSN \_\_\_\_ - \_\_\_\_ - \_\_\_\_
4. Address: \_\_\_\_\_
  - Mailing Address (if different): \_\_\_\_\_
5. Phone: \_\_\_\_\_ ☐ Cell ☐ Home
6. Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_
7. Present University or Institutional affiliation \_\_\_\_\_
8. Area of study \_\_\_\_\_
9. Degree expected: \_\_\_\_\_ Bachelors    \_\_\_\_\_ Masters    \_\_\_\_\_ Doctorate    \_\_\_\_\_ Other
10. Date degree will be granted (Month/Year) \_\_\_\_\_
11. Briefly explain how this Internship Program would benefit you.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
12. Briefly express your plans past Graduation?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
13. What is one thing that you would like us to know about you?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
14. Do you have your own transportation? (Check one) ☐ Yes. ☐ No.
15. How did you hear about this internship? (Check all that apply)  
Advisor ☐ Student ☐ Previous Intern ☐ Online ☐ Career Services ☐ Other  
Specify: \_\_\_\_\_
16. Requested term of Internship; From: \_\_\_\_\_ To: \_\_\_\_\_

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**Statement of understanding of the conditions of the Internship**

I understand that, should I be accepted as an intern in WCJP3, the following conditions will apply:

a) Status: Although not considered a JP3 staff member, I shall be subject to the authority of the Administrator and the authority delegated to her or him by Judge Marian Jackson. I understand that I am not entitled to the privileges and/or immunities of its officials and staff members.

b) Financial Support: I shall not be paid directly by the Office of the Waller County Justice of the Peace, Precinct Three and must make my own arrangements to earn wages for work performed throughout the duration of this internship. Travel costs to and from the duty station and living accommodation are also my own responsibility or those of the sponsoring institution.

c) Medical Health Coverage: The Waller County Justice of the Peace, Precinct Three accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical and life insurance. I will be covered by the following health and life insurance during the internship period:

Medical: \_\_\_\_\_

d) Confidentiality and Publication of Information: As an intern, I will respect the confidentiality of information that I collect or am exposed to at the Waller County Justice of the Peace, Precinct Three. No reports or papers may be published based on information obtained from the Waller County Justice of the Peace, Precinct Three without the explicit written authorization from The State of Texas.

e) Employment Prospects: The Waller County Justice of the Peace, Precinct Three Internship Program is not connected with employment and there is no expectancy of such.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## INTERNSHIP ANNOUNCEMENT

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The Waller County Justice of the Peace, Precinct 3 (WCJP3) is pleased to announce enrollment for the **WCJP3 Internship Program**. Through the program, students will be able to apply for a full-time/part-time internship with the Court. Positions are unpaid, hours are flexible, and internships are available for both undergraduate and graduate students, as well as high school students.

Applicants should submit an application to [K.Watkins@wallercounty.us](mailto:K.Watkins@wallercounty.us).  
*All applicants must enter "Internship Application" in the subject line of the email.*

[WCJP3 Physical Internship Application](#)

[WCJP3 Online Application](#)

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### Application Procedure and Deadline

Prospective interns should email their completed application and one PDF document containing all of the following:

Cover letter indicating interest and availability (dates and number of hours per week), a résumé that details their relevant work and educational experiences, and a brief writing sample on any topic (no more than three pages).

Applications are reviewed on a rolling basis starting on the following dates:

- Summer: April 1<sup>st</sup>
- Fall: August 1<sup>st</sup>
- Spring: November 30<sup>th</sup>

**All applicants must enter "Internship Application" in the subject line of the email.**

Please note that Enrollment is rolling and current students of all universities are eligible.

Job Title: Summer Intern

Department: Waller County Justice of the Peace, Precinct 3

### Description:

This internship will give you knowledge of the day-to-day operations of the Justice Court. Your internship will provide a fertile ground for networking and growth. You will engage in research projects, case study assignments, and service learning.

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### Credit/Compensation and Duration

Although internships are unpaid, Workforce Solutions (979-826-0653) may provide an option for summer pay. Feel free to contact your advisor or department head for inquiries on paid internship options. Students are responsible for their personal transportation. Students receiving academic credit should consult with their professors or advisors concerning evaluation forms or other requirements.

Internships are generally 10-16 week unpaid positions located in Hempstead, TX (Monaville). We offer three internship sessions that align with the academic calendar: Spring (January – May), Summer (June – August), and Fall (August – December). Positions can be full time or part time (minimum of 10 hours per week), based on WCJP3's needs and the intern's availability. For best results, please apply before the closing deadline listed above for each semester.