



KY DOC – Division of Personnel Recruiting & Staff Development Branch

Dear Applicant,

Please find the attached supplemental intern packet for the KY State Department of Corrections. It includes the Academic Agreement, Volunteer-Ethics Policy and the Volunteer Security Agreement.

Co-op and internship students are required to complete an online application in MyPurpose, the Commonwealth's Online Application System to be electronically submitted.

After application is submitted via MyPurpose, students must also submit the Academic Credit Agreement form and an unofficial copy of their transcript to the Co-op/Intern Program Coordinator, Rebekah.Singleton@ky.gov after they have successfully applied. The Academic Credit Agreement form **must be signed** by a counselor, advisor or cooperative education coordinator at their respective educational institutions. The documents will be reviewed to ensure all requirements are met before students are placed in the program.

To help with your application process, I am including step-by-step instructions below:

- Click on the link here:
<https://kypersonnelcabinet.csod.com/ats/careersite/JobDetails.aspx?id=326&site=2>
- - or -
- Go to Careers.Ky.gov
- Click on "All Jobs"
- Enter the ReqID "326"
- Hit enter to search
- Select the "Co-Op/Intern" job title
- Click the orange button "Apply Now" or Apply with LinkedIn
- You will be required to create an account – or agree to the terms of using LinkedIn
- Then Start Your Application process!

After the online process is complete and your academic agreement is submitted to Rebekah Singleton, send a copy of the Academic Agreement along with the Volunteer Ethics Policy and Volunteer Agreement to DOC.RecrUIT@ky.gov.

If you have any questions or concerns, please do not hesitate to contact me.

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