



## **San Mateo County Coroner's Office**

Robert J. Foucrault, Coroner  
50 Tower Road San Mateo, CA 94402  
(650) 312-5562  
(650) 571-6258 (fax)

### **About the Internship:**

The San Mateo County Coroner's Office has an internship program for students and professionals who are interested in the field of forensic science and want to learn about and assist with daily operations at the Coroner's Office. Interns will work with the Investigations Division and the Pathology Division for a complete medico-legal death investigation experience. Interns will learn the responsibilities and duties of each division and become familiar with the policies and procedures of the San Mateo County Coroner's Office. Interns will be present during scene investigations and autopsy examinations.

Interns in the Investigative Division will be taught principles in scene investigation, evidence preservation and collection, witness interviews, photography, body identification, locating and notifying next of kin, and other investigative duties.

Interns will be required to work in the Pathology Division where autopsy examinations are performed to determine the cause of death. Interns will observe and participate in autopsies and interact with the Forensic Pathologists and Forensic Autopsy Technicians.

### **Candidates:**

An ideal candidate will be an upper division student or a professional in a related field. The internship application must be accompanied by a letter of recommendation from a faculty member or supervisor, and college transcripts. Applicants must be 18-years of age or older at the time of application submission. Interns must be able to commit twelve to sixteen hours per week for a period of one year. Interns must have a professional appearance suitable for meeting with members of the public. The internship is unpaid.

**Applications for 2024 Internship will be due by Friday, May 17, 2024, at 5:00 p.m.**

Please mail in or drop off your completed application to the address below:

San Mateo County Coroner's Office  
Attention: Coroner's Office Academic Internship  
50 Tower Road, San Mateo, CA 94402

*Be sure to include your college transcripts and letter of recommendation. Incomplete applications will not be considered. For more information, contact the San Mateo County Coroner's Office at (650) 312-5272.*

# San Mateo County Coroner's Office Internship Application

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Driver's License Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Cellular Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

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

**Units held this quarter/semester:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Graduation Date:** \_\_\_\_\_

**Faculty Member/Advisor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Current Employer:** \_\_\_\_\_

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

**Duties:** \_\_\_\_\_

**Hours worked / week:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Professional References:**

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Questionnaire:**

Are you able to commit 12-16 hours per week to the internship? Y \_\_\_ N \_\_\_

What is your availability starting July 2024?

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

Will your availability change throughout the year? Y \_\_\_ N \_\_\_

Please Explain: \_\_\_\_\_  
\_\_\_\_\_

When are you available to start the internship? \_\_\_\_\_

What is your occupational goal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you hope to gain out of the internship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Additional pages can be attached if necessary)*

Have you ever held another internship? Y \_\_\_ N \_\_\_

If yes, where and for how long? \_\_\_\_\_  
\_\_\_\_\_

Have you previously applied to be an intern with the San Mateo County Coroner's Office?

Y \_\_\_ N \_\_\_

If yes, when did you apply? \_\_\_\_\_ Did you have an interview? Y \_\_\_ N \_\_\_

Have you even been convicted of a misdemeanor or felony\*\*? Y \_\_\_ N \_\_\_

If yes, list charge(s), date(s) and location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*\*If you are selected to move on in the interview and on-boarding process, you will be required to complete a more in-depth questionnaire as part of your background.*

**By signing below, I certify that the above information is true and correct.**

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

**Required with this application is a letter of recommendation from a faculty member at your educational institution or a current supervisor at your place of employment. Transcripts from the educational institutions you have attended or are currently attending are also required.**

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For Office Use Only:

Received on: \_\_\_\_\_ By: \_\_\_\_\_

Application Complete: Y \_\_\_ N \_\_\_

Interview Date / Time: \_\_\_\_\_