

**Massachusetts Department of Correction
Recruitment Department**

INTERNSHIP APPLICATION CHECK LIST



Before sending your application:

- **Please make sure your that you will be receiving credit from your school or it's a requirement from your professor.**
- Please ensure all pages are signed where a signature is required.
- Please ensure page 4 is signed by the registrar's office or internship coordinator.
- Please ensure you have availability in your schedule to complete your internship hours. Please be aware, most of the divisions operate on business hours, Monday through Friday from 7AM till 5PM.
- Lastly, include resume and cover letter.

Please mail complete application to:

Attention: Marcella King
Department of Correction
Recruitment Department (DHR)
50 Maple Street, Suite 1
Milford, MA 01757

For more information or questions please contact our office at 508-850-7843
or email: Marcella.King@doc.state.ma.us