HOUSE of REPRESENTATIVES
STATE OF MICHIGAN

ANDERSON HOUSE OFFICE BUILDING
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Human Resources - Legislative Internship Program

# Internship Application Form

## APPLICATION INSTRUCTIONS

Thank you for your interest in internship opportunities with the Michigan House of Representatives! Please complete the following form to the best of your ability. Applications can be emailed to **HumanResources@house.mi.gov** and should include this form, a resume, and a cover letter. (A writing sample and/or a list of references may also be requested.)

## CONTACT INFORMATION

APPLICANT NAME ..... EMAIL ..... PHONE (XXX-XXX-XXXX) .....

PERMANENT ADDRESS (CITY ONLY) ..... STATE ..... ZIP ..... MI STATE REPRESENTATIVE (OR N/A) ..... DISTRICT # .....

TEMPORARY ADDRESS (CITY ONLY) ..... STATE ..... ZIP ..... MI STATE REPRESENTATIVE (OR N/A) ..... DISTRICT # .....

## ACADEMIC INFORMATION AND WORK HISTORY

**1.** ARE YOU A: ☐ STUDENT? ☐ RECENT GRADUATE? ☐ VETERAN?

☐ PARTICIPANT IN A JOB ENTRY OR TEMP EMPLOYMENT AGENCY PROGRAM?

.....

IF NONE OF THE ABOVE OPTIONS APPLY, PLEASE EXPLAIN BRIEFLY.

**2.** .....

FOR CURRENT STUDENTS OR GRADUATES: PLEASE SPECIFY YOUR MAJOR(S) AND ANY MINOR(S).

**3.** FOR CURRENT STUDENTS ONLY: ARE YOU INTERESTED IN POTENTIALLY EARNING COURSE CREDIT FOR AN INTERNSHIP?

- ○ YES, AND I HAVE ALREADY COMMUNICATED WITH MY ADVISOR
- ○ YES, BUT I HAVE NOT YET CONTACTED MY ADVISOR
- ○ NO, I AM NOT INTERESTED AT PRESENT
- ○ NO, MAXIMUM CREDIT PREVIOUSLY EARNED

ACADEMIC ADVISOR NAME ..... EMAIL ..... PHONE (XXX-XXX-XXXX) .....

MIN. # OF HOURS PER WEEK ..... MIN. # OF WEEKS ..... TOTAL # OF HOURS ..... ACADEMIC DEADLINE FOR COURSE CREDIT APPLICATION (MM/DD/YYYY) .....

## ACADEMIC INFORMATION AND WORK HISTORY (CONT.)

**4.** INTERN RESPONSIBILITIES VARY BETWEEN OFFICES AND MAY INCLUDE: ADMINISTRATIVE TASKS (ANSWERING PHONES, EMAIL AND LETTER WRITING, FILING, ETC.), CONSTITUENT RELATIONS, POLICY RESEARCH AND ANALYSIS, TRACKING LEGISLATION, ATTENDING COMMITTEE HEARINGS, ATTENDING VARIOUS COMMUNITY EVENTS, AND ASSISTING WITH EVENT PLANNING.

WHAT SKILLS AND ABILITIES FROM YOUR VOLUNTEER OR WORK EXPERIENCE DO YOU THINK WILL AIDE YOU WHILE WORKING IN A LEGISLATIVE OFFICE? WHILE WORKING WITH CONSTITUENTS?

## PREFERENCES AND INTERESTS

**5.** LEGISLATIVE INTERNS ARE PLACED WITH PARTISAN OFFICES. TO ASSIST US WITH YOUR POTENTIAL PLACEMENT, PLEASE SELECT YOUR POLITICAL AFFILIATION OR PREFERENCE.

○ REPUBLICAN ○ DEMOCRAT ○ UNDETERMINED / NO AFFILIATION AT PRESENT

**6.** PLEASE LIST UP TO FOUR (4) STATE REPRESENTATIVES OR HOUSE OFFICES FOR WHICH YOU WOULD LIKE YOUR APPLICATION TO BE CONSIDERED.

..... REPRESENTATIVE / OFFICE PREFERENCE #1

..... REPRESENTATIVE / OFFICE PREFERENCE #2

..... REPRESENTATIVE / OFFICE PREFERENCE #3

..... REPRESENTATIVE / OFFICE PREFERENCE #4

**7.** TO ASSIST US IN DETERMINING WHICH INTERNSHIP OPPORTUNITIES MAY BE MOST SUITABLE FOR YOUR APPLICATION, PLEASE LIST UP TO FOUR CURRENT EVENTS OR POLICY INTERESTS YOU MAY HAVE.

..... CURRENT EVENT / POLICY INTEREST #1

..... CURRENT EVENT / POLICY INTEREST #2

..... CURRENT EVENT / POLICY INTEREST #3

..... CURRENT EVENT / POLICY INTEREST #4

## SCHEDULE / AVAILABILITY

**8.** DURING WHICH OF THE FOLLOWING SEMESTERS / SEASONS ARE YOU AVAILABLE TO INTERN?

☐ FALL (SEPTEMBER - DECEMBER)

☐ WINTER / SPRING (JANUARY - APRIL)

☐ SUMMER (MAY - AUGUST)

**9.** WHEN WOULD YOU BE AVAILABLE TO BEGIN WORKING?

○ ..... SPECIFIC DATE (MM/DD/YYYY) ○ WITHIN TWO WEEKS OF HIRE ○ IMMEDIATELY ○ UNDETERMINED

## SCHEDULE / AVAILABILITY (CONT.)

**10.** LEGISLATIVE OFFICES OPERATE **MONDAYS THROUGH FRIDAYS BETWEEN THE HOURS OF 9:00AM - 5:00PM.** PLEASE LIST YOUR AVAILABLE START AND END TIMES TO THE RIGHT OF EACH DAY OR CHECK THE BOX AT THE FAR RIGHT TO INDICATE OPEN AVAILABILITY ON THAT DAY. **PLEASE ALLOW FOR TRAVEL TIME OUTSIDE OF THESE HOURS.**

| | | | | | | |
|---|---|---|---|---|---|---|
| MONDAYS: | ..... FROM (EX. 9:00AM) | ..... TO (EX. 1:00PM) | AND/OR | ..... FROM (EX. 3:00PM) | ..... TO (EX. 5:00PM) | ☐ OPEN AVAILABILITY |
| TUESDAYS: | ..... FROM | ..... TO | AND/OR | ..... FROM | ..... TO | ☐ OPEN AVAILABILITY |
| WEDNESDAYS: | ..... FROM | ..... TO | AND/OR | ..... FROM | ..... TO | ☐ OPEN AVAILABILITY |
| THURSDAYS: | ..... FROM | ..... TO | AND/OR | ..... FROM | ..... TO | ☐ OPEN AVAILABILITY |
| FRIDAYS: | ..... FROM | ..... TO | AND/OR | ..... FROM | ..... TO | ☐ OPEN AVAILABILITY |

☐ I DO NOT HAVE MY CLASS / WORK SCHEDULE YET, BUT I WILL KNOW BY THIS DATE: ..... (MM/DD/YYYY)

**11.** WHICH TYPE OF INTERNSHIP DO YOU SEEK?

○ UNPAID / VOLUNTEER INTERNSHIP ○ PAID INTERNSHIP ○ EITHER PAID OR UNPAID

## SOURCE / REFERRAL

**12.** HOW DID YOU HEAR ABOUT INTERNSHIP OPPORTUNITIES WITH THE MICHIGAN HOUSE OF REPRESENTATIVES?

☐ HOUSE WEBSITE ☐ COLLEGE JOB WEBSITE

☐ HOUSE HUMAN RESOURCES ☐ COLLEGE CAREER SERVICES DEPTARTMENT

☐ STATE OF MI WEBSITE ☐ COLLEGE ADVISOR OR FACULTY

☐ OTHER - PLEASE SPECIFY: .....