



HOUSE *of* REPRESENTATIVES

STATE OF MICHIGAN

ANDERSON HOUSE OFFICE BUILDING
PO BOX 30014, LANSING, MICHIGAN 48933-7514
TEL (517) 373-3069 FAX (517) 373-5816 HOUSE.MI.GOV

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 download the following form and complete it to the best of your ability using a PDF reader such as Adobe Acrobat or Adobe Acrobat Reader. Applications can be emailed to HumanResources@house.mi.gov and should include this form, a resume, and a cover letter.

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 PROGRAM OR TEMP EMPLOYMENT AGENCY?

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. | NO, I AM NOT INTERESTED AT PRESENT. |
| YES, BUT I HAVE NOT YET CONTACTED MY ADVISOR. | 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? SELECT ALL THAT APPLY.

FALL (SEPTEMBER - DECEMBER)

WINTER / SPRING (JANUARY - APRIL)

SUMMER (MAY - AUGUST)

9. WHEN WOULD YOU BE AVAILABLE TO BEGIN WORKING?

.....
WITHIN TWO WEEKS OF HIRE

.....
IMMEDIATELY

.....
UNDETERMINED

.....
SPECIFIC DATE
(MM/DD/YYYY)

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)	OR	OPEN AVAILABILITY (EX. 9AM-5PM)
TUESDAYS: FROM TO	AND/OR FROM TO	OR	OPEN AVAILABILITY
WEDNESDAYS: FROM TO	AND/OR FROM TO	OR	OPEN AVAILABILITY
THURSDAYS: FROM TO	AND/OR FROM TO	OR	OPEN AVAILABILITY
FRIDAYS: FROM TO	AND/OR FROM TO	OR	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 DEPARTMENT
STATE OF MI WEBSITE	COLLEGE ADVISOR OR FACULTY:
OTHER - PLEASE SPECIFY:	