

# INTERNSHIP APPLICATION

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From the Office of  
**Senator Hillary Rodham Clinton**  
New York

## **INTERNSHIPS IN THE OFFICE OF SENATOR CLINTON**

Senator Clinton's internship program provides an excellent opportunity for students to learn and serve through first-hand participation in government service, and the legislative process. The program is intended to provide knowledge, tools, skills, and experiences that an intern will readily apply to future challenges and professional pursuits. We expect a great deal from our interns. Candidates will have a diverse, challenging experience and make a genuine contribution to Senator Clinton's work on behalf of New York and the nation.

We welcome all applicants who have demonstrated academic excellence and have displayed a commitment to public service. While preference is given to New York residents, students from all backgrounds are encouraged to apply.

### **THE APPLICATION PROCESS**

Please complete all sections of the application thoroughly. Although providing the information requested is voluntary, failure to provide complete answers may affect the review and consideration of your application.

Your application must include all of the following in order to be considered:

- Internship Application Form (attached – only include the form)
- Current Resume
- One page statement of intent describing why you want to be an intern in the Office of Senator Clinton
- Writing sample (The topic should relate to your major, personal history, or current events, and be 500 words or less. A paper excerpt with the thesis clearly stated is acceptable).
- Two letters of recommendation (photocopies are fine)
- An unofficial transcript

**The application and all requested materials must be submitted together.**

**Please keep a photocopy of your completed application for your files. Given the volume of incoming applications, we will not be able to return any of the materials we receive.**

**Failure to meet any of the above-mentioned requirements may delay, or even prevent, the review of your application.**

**FAX COMPLETE APPLICATIONS TO:**

Candidates should submit complete applications to the office where they wish to intern by facsimile. Contact information for each of Senator Clinton's offices is shown below:

**New York City Office**

Attn: Intern Coordinator  
Office of Senator Hillary Rodham Clinton  
Tel. (212) 688-6262, Fax (212) 688-7444

**Albany/Capital District**

Attn: Intern Coordinator  
Office of Senator Hillary Rodham Clinton  
Leo W. O'Brien Federal Office Building  
1 Clinton Square, Rm 821  
Albany, NY 12207  
Tel. (518) 431-0120, Fax (518) 431-0128

**Buffalo Office**

Attn: Intern Coordinator  
Office of Senator Hillary Rodham Clinton  
Larkin At Exchange  
726 Exchange Street, Suite 511  
Buffalo, NY 14210  
Tel. (716) 854-9725, Fax (716) 854-9731

**Syracuse/Central New York Office**

Attn: Intern Coordinator  
Office of Senator Hillary Rodham Clinton  
100 South Clinton Street, Room 111  
PO Box 7378  
Syracuse, NY 13261  
Tel. (315) 448-0470, Fax (315) 448-0476

**Long Island Regional Office**

Suite 250 North  
155 Pinelawn Road  
Melville, NY 11747  
Tel. (631) 249-2825, Fax (631) 249-2847

**Rochester Office**

Attn: Intern Coordinator  
Kenneth B. Keating Federal Office Building  
100 State Street, Room 3280  
Rochester, NY 14614  
Tel. (585) 263-6250, Fax (585) 263-6247

**Washington, DC Office**

Attn: Intern Coordinator  
Office of Senator Hillary Rodham Clinton  
Tel. (202) 224-4451, Fax (202) 228-0282

## **SESSION DATES AND APPLICATION DEADLINES:**

Fall Session 2008 (September 2 – December 12)

DC Application Deadline: August 1, 2008

NYC Application Deadline: August 11, 2008

Spring Session 2009 (January 12 – May 8)

Application Deadline: November 24, 2008

**Interns are expected to commit to at least 15 hours per week.**

Applications must be faxed by the deadline date for each session. Notification about the status of your application will be e-mailed to you.

## **FUNDING**

**Please note that all internships are unpaid.** However, candidates are permitted under Senate rules to apply for and accept financial assistance from appropriate outside sources. Nonetheless, Senate rules require that receiving financial assistance from outside sources does not create a conflict of interest with your Senate work. Please indicate in the space provided on the application if you plan to receive funding from an outside source.

## **ACADEMIC CREDIT**

Awarding academic credit for an internship is at the discretion of your high school, college or university. However, we will assist you in providing appropriate information as requested by your school. Arrangements for accreditation should be made before you begin the internship.

**SENATOR HILLARY RODHAM CLINTON -- INTERNSHIP APPLICATION FORM**

**PLEASE TYPE OR PRINT LEGIBLY**

Please check the session for which you are applying:

Fall 2008 Session \_\_\_\_\_

Spring 2009 Session \_\_\_\_\_

**Please indicate if your start/end dates would vary from the listed session dates:**

**As best you can, please list on what days and at what times you are available:**

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Note: Interns are expected to make a commitment of at least 15 hours per week.

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last First Middle Initial

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
City State

U.S. Citizenship: yes \_\_\_\_\_ no \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current (School) Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Current Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Are you a registered voter? yes \_\_\_\_\_ no \_\_\_\_\_ If yes, in what state \_\_\_\_\_

Prior Campaign/Political/Government Experience: \_\_\_\_\_

Areas of Interest: \_\_\_\_\_

How did you hear about Senator Clinton's internship program?  
\_\_\_\_\_

Have you applied to the internship program before? If so, which office/session?

\_\_\_\_\_

Are you receiving, or do you plan to receive funding (scholarships, grants, etc.) during the course of your internship? If so, from what source? \_\_\_\_\_

### ACADEMIC INFORMATION

College/University/High School: \_\_\_\_\_

School's Address: \_\_\_\_\_

Select One: High School Undergraduate Graduate/Law Not presently a student

Year of Graduation: \_\_\_\_\_ GPA: \_\_\_\_\_ Major: \_\_\_\_\_

### SECURITY QUESTIONS

Have any disciplinary or administrative actions (i.e. probation, suspension, expulsion) been taken against you by your school or are any pending? yes \_\_\_\_ no \_\_\_\_

Have you ever been charged with or convicted of any criminal offense, DUI/DWI or misdemeanor offense? yes \_\_\_\_ no \_\_\_\_

Have you ever used, possessed, supplied or manufactured any illegal drugs? yes \_\_\_\_ no \_\_\_\_

If you answered "Yes" to any questions mentioned above, please explain and include the dates of the actions on a separate page.

### CERTIFICATION

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that knowingly false answers will lead to the rejection of my application or immediate dismissal from the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date