



## INTERNSHIPS IN THE OFFICE OF SENATOR BLUMENTHAL

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Senator Blumenthal's Senate internship program provides an excellent opportunity for students to learn and serve through first-hand participation in government service, and the legislative process in both our Hartford and Washington, D.C. offices. The program is intended to provide participants with the tools, skills, and experience that they can 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 Blumenthal's work on behalf of Connecticut 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 Connecticut residents, students from all backgrounds are encouraged to apply.

This program is designed to enhance a course of study for an **undergraduate or graduate** student. The level of work is appropriate for students who have completed their first or second year at a college or university. On the whole, the goal is to offer as rewarding an experience as possible, while fulfilling the existing needs of the office.

### 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 Blumenthal
- **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.)
- **Three Letters of Reference** (Can be submitted on a later date)
- **A school transcript** (unofficial is acceptable)

Your application and all requested materials must be submitted together. **Only complete applications will be accepted.** 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 OR E-MAIL COMPLETE APPLICATIONS TO SENATOR BLUMENTHAL'S OFFICE

Candidates should submit complete applications to the office where they wish to intern by facsimile or e-mail. Contact information for Senator Blumenthal's offices is shown below.

Washington, D.C. Office  
ATTN: Intern Coordinator  
Office of Senator Blumenthal  
Tel. 202-224-2823 Fax 202-224-9673  
DCInternships@blumenthal.senate.gov

Hartford, CT Office  
ATTN: Intern Coordinator  
Office of Senator Blumenthal  
Tel. 860-258-6940 Fax 860-258-6958  
CTInternships@blumenthal.senate.gov



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

### FALL SESSION

September – December

### SPRING SESSION

January – May

### SUMMER SESSIONS

Session I (Mid-May to End of June)

Session II (Early July to Mid-August)

Applications are reviewed on a rolling basis, but preference is given to those who submit materials before the due dates listed on the website. Notification about the status of your application will be e-mailed to you.

### **FUNDING**

Please note that all internships are unpaid, and that housing and transportation subsidies are not provided. However, candidates are permitted under Senate Rules to apply for and accept financial assistance from appropriate outside sources. Senate Rules state that receipt of financial assistance from outside sources should 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 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 RICHARD BLUMENTHAL – INTERNSHIP APPLICATION FORM**

PLEASE TYPE OR PRINT LEGIBLY

Please check the session for which you are applying:

*DC Summer students can only attend one session*

Fall \_\_\_\_\_

D.C. Summer Session I \_\_\_\_\_

Spring \_\_\_\_\_

D.C. Summer Session II \_\_\_\_\_

Connecticut Office Summer Session I \_\_\_\_\_ Session II \_\_\_\_\_

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

As best you can, please list what days and at what times you will be available to work:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

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

*(Summer sessions - minimum is 24 hours per week)*

Personal Information

Full Name \_\_\_\_\_  
Last First Middle Initial

Today's Date: \_

Are you a U.S. Citizen? \_\_\_\_\_  
Yes No

Place of Birth \_\_\_\_\_  
City State

Date of Birth   /  /       Age:        Current Phone (        )        -       

Home Phone (        )        -       

Current (School) Address

Permanent Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail address: \_\_\_\_\_

Prior Campaign/Political/Government Experience:

\_\_\_\_\_

Areas of

Interest: \_\_\_\_\_

How did you hear about Senator Blumenthal's Internship Program?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you applied to this internship before? If so, what office/season? Yes      No     

\_\_\_\_\_

#### ACADEMIC INFORMATION

Are you currently a student? Yes      No     

If yes, please select one:            College/University

Graduate/Law

Please indicate your year in school: \_\_\_\_\_

If no, please select highest degree completed:

Year of Graduation: \_\_\_\_\_ High School            College/University            Graduate/Law  
GPA: \_\_\_\_\_ Major: \_\_\_\_\_



## SECURITY QUESTIONS

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Have you ever had disciplinary or administrative actions (i.e. suspensions, probation, expulsion) taken against you by your school or are any pending? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Have you ever used, possessed, supplied, or manufactured any illegal drugs?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "Yes" to any of the above questions, please provide an explanation 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 giving false information will lead to the rejection of my application and/or immediate dismissal from the program."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date