

# **INTERNSHIP APPLICATION**

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From the Office of  
**Congressman Jared Polis**  
2<sup>nd</sup> District of Colorado

# Congressman Jared Polis

1644 Walnut St.  
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Ft. Collins, CO 80525

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Congressman Jared Polis' district offices strive to uphold 4 core values:

1. Issue competency
2. Professionalism
3. Constituent services
4. Inclusiveness and respect

With that in mind Congressman Jared Polis' internship program provides an opportunity for students to serve their community, as well as to learn through hands on-experience. The program aims to give students the knowledge, tools and experience needed to pursue future professional goals. We expect a great deal from our interns. All interns will have a challenging and unique experience and are considered a valuable asset to our office.

Duties include but are not limited to working with district staff in the following areas of constituent services: casework and correspondence; grants funding; outreach and event staffing; general office support work.

*Interns typically work between 10 and 15 hours per week, or between 2 and 4 shifts. Days are divided into 2 shifts, as follows: 9-1 and 1-5. (The Ft. Collins office may schedule interns differently.)*

## Follow these steps to complete your application!

- 1.) Read about the internship online at <http://polis.house.gov> and <http://polis.house.gov/constituentservices/casework/default.aspx>
- 2.) Complete your application by following the checklist below.
- 3.) Sign and date all forms and make a copy for yourself.
- 4.) Mail, e-mail or fax the application to the address above.

All internships are undertaken on a voluntary basis; NO STIPEND IS PROVIDED.

## Checklist

- Current resume
- Internship Application Form
- Short Answer Questions
- Intern Agreement Form
- All information is up to date and correct
- Provide a short writing sample
- Provide the names and contact information for Three References
- Make a copy for yourself

**Please note:** As part of our procedure for processing your intern application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired as an intern, you may be discharged from your internship. Thank you for your interest in our office.

Official Use: \_\_\_\_\_

# Congressman Jared Polis

## Internship Application Form

Boulder

Fort Collins

**Personal Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone/type: \_\_\_\_\_

Date of Birth (m/d): \_\_\_\_\_

Name of Emergency Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Favorite Flavor: \_\_\_\_\_

**School Information**

Graduate

College or University: \_\_\_\_\_

Graduate program: \_\_\_\_\_

Current Year in Program: \_\_\_\_\_ Grad Date: \_\_\_\_\_ GPA: \_\_\_\_\_

Undergraduate

College or University: \_\_\_\_\_

Major/ Minor: \_\_\_\_\_

Current Status: FR. SO. JR. SR. Grad Date: \_\_\_\_\_ GPA: \_\_\_\_\_

High School (active members of the Youth Advisory Council only)

High School: \_\_\_\_\_

Grad Date: \_\_\_\_\_ GPA: \_\_\_\_\_

## **Please Briefly Answer the Following**

(You may use a separate sheet of paper)

**Interest in an internship:**

*What made you decide to pursue an internship with **Congressman Polis**' office, in particular?*

*What would you like to get out of an internship in **this** office?*

**Information about yourself:**

*What, if any, prior political experience do you have?*

*How will this internship assist you in your future plans?*

*What issues interest you most?*

**Accountability:**

*What requirements are needed for your internship program?  
(i.e., daily journal, research project)*

**Availability**

**Date:** From \_\_\_\_\_ to \_\_\_\_\_

**Time (please write in the time you would be available to work each day):**

*Shifts are divided as follows: 9-1 and 1-5*

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>

*Interns typically work between 2 and 4 shifts per week, (10 to 16 hours).*

*Preferred number of shifts, up to 4:* \_\_\_\_\_

*Would you be available to work on weekends when the Congressman is in town?* \_\_\_\_\_

Every effort will be made to accommodate your scheduling preferences.

- Provide the names and contact information, including email addresses, for three references, including at least one academic reference.**

1.

2.

3.

- **Please attach a short writing sample.**  
A paragraph from a term paper is sufficient.

**INTERN AGREEMENT FORM**

**OFFICE OF CONGRESSMAN JARED POLIS**

I, \_\_\_\_\_, swear to maintain strict confidentiality relating to any and all conversations and information of a sensitive nature, including but not limited to legislation and other strategic information, to which I might be privy while working as an intern in the Office of Congressman Jared Polis.

This includes any constituent with whom I may speak, any meeting that I may attend, and any computer records or content of files that I may view.

I agree to conduct myself in a manner that reflects the integrity of the United State House of Representatives and the stated values of the office Congressman Jared Polis.

I acknowledge I will be serving as an intern without compensation and additionally acknowledge my voluntary service does not constitute House employment.

I acknowledge that by signing this form I agree to a background check, if necessary.

Furthermore, I acknowledge that the breaking of this agreement by failing to uphold the stated values of the office may lead to the termination of the internship.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Our core values:

1.) Issue competency; 2.) Professionalism; 3.) Constituent services; 4.) Inclusiveness and respect