

U.S. Rep. Lincoln Davis  
**Tennessee- 4<sup>th</sup> District**



**Congressional Internship Application**

## **Internship Application**

### **Frequently Asked Questions:**

#### ***Who Can Apply?***

College Students who are interested in government are encouraged to apply.

#### ***Where Do Interns Live?***

Several universities in the Washington area offer housing for interns during the summer. There are also rental apartments available in surrounding area.

#### ***What Are Basic Activities An Intern Will Be Asked To Perform?***

Interns in the Washington office work closely with the professional staff on a variety of projects and are also asked to help with clerical tasks. Some responsibilities include attending hearings, preparing legislative reports, researching specific issues and responding to constituents' inquiries, helping with U.S. Capitol Building tours, fulfilling flag requests, data entry, and performing general office duties.

#### ***Do District Offices Employ Interns?***

Yes. Please locate district offices on website.

#### ***How Do Interns Apply?***

Interns are selected on the basis of a written application and interview. Completed applications, a college transcript, and a resume should be submitted to:

Congressman Lincoln Davis  
Attn: Anna York  
410 Cannon HOB  
Washington, D.C. 20515

## Internship Application

Date \_\_\_\_\_

### PERSONAL INFORMATION

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_

Names of Parent(s) or Guardian(s) \_\_\_\_\_

### SCHOOL ADDRESS

Institution \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

After This Date, Use Permanent Address \_\_\_\_\_

### PERMANENT ADDRESS

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Are You Registered To Vote      \_\_\_\_\_ Yes      \_\_\_\_\_ No

**EDUCATION**

**High School** \_\_\_\_\_  
*Name and Location*

Graduation Date \_\_\_\_\_ G.P.A. \_\_\_\_\_

College/University \_\_\_\_\_  
*Name and Location*

Intended Date of Graduation \_\_\_\_\_

Major(s) \_\_\_\_\_

Minor(s) \_\_\_\_\_

G.P.A. \_\_\_\_\_

Previous Colleges/Universities \_\_\_\_\_  
*If Applicable*

Dates of Attendance \_\_\_\_\_

Honors/Awards/Scholarships \_\_\_\_\_

\_\_\_\_\_  
Extracurricular Activities At School (Peer educator, sports, interest clubs, etc.) \_\_\_\_\_

\_\_\_\_\_  
Activities Other Than School (Scouts, Volunteering, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORK AND VOLUNTEER EXPERIENCE

List your experience with the most recent position held first.

**Organization** \_\_\_\_\_  
*Name and Location*

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Hours Per Week \_\_\_\_\_ Job Title \_\_\_\_\_

**Organization** \_\_\_\_\_  
*Name and Location*

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Hours Per Week \_\_\_\_\_ Job Title \_\_\_\_\_

**Organization** \_\_\_\_\_  
*Name and Location*

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Hours Per Week \_\_\_\_\_ Job Title \_\_\_\_\_

**Organization** \_\_\_\_\_  
*Name and Location*

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Hours Per Week \_\_\_\_\_ Job Title \_\_\_\_\_

**Organization** \_\_\_\_\_  
*Name and Location*

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Hours Per Week \_\_\_\_\_ Job Title \_\_\_\_\_

**OFFICE EXPERIENCE**

Do You Have Previous Office Experience         Yes         No

Experience With The Following Office Machines

Copy Machine         Yes         No  
Fax Machine         Yes         No  
Computer         Yes         No

Software Used \_\_\_\_\_  
\_\_\_\_\_

Skills You May Contribute To The Office \_\_\_\_\_  
\_\_\_\_\_

**DATE AND LOCATION PREFERENCE**

From \_\_\_\_\_ to \_\_\_\_\_

Office In Which You Would Like To Serve Internship \_\_\_\_\_

**NARRATIVE ESSAY**

Please answer the questions on separate pages. Limit response to one page for each question.

- 1.)     *Why Do You Want To Be An Intern In This Office?*
  
- 2.)     *If You Could Meet With Any Influential Person In The World, Who Would It Be and Why?*