



INTERNSHIPS IN THE OFFICE OF SENATOR GILLIBRAND

Senator Gillibrand'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. 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 Gillibrand'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 Gillibrand
- **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**
- **A transcript (unofficial is acceptable)**

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 OR E-MAIL COMPLETE APPLICATIONS TO:

Candidates should submit complete applications to the office where they wish to intern by facsimile or e-mail (for the Washington, DC Office and NYC office – applications for all other office should be faxed). Contact information for each of Senator Gillibrand’s offices is shown below:

Washington, D.C. Office
ATTN: Intern Coordinator
Office of Senator Gillibrand
Tel. 202-224-4451 Fax 202-224-1560
Gillibrand_Internship@gillibrand.senate.gov

New York City Office
ATTN: Intern Coordinator
Office of Senator Gillibrand
Tel. 212-688-6262 Fax 212-688-7444
Gillibrand_InternshipNYC@gillibrand.senate.gov

Albany/Capital District Office
ATTN: Intern Coordinator
Office of Senator Gillibrand
Leo W. O’Brien Federal Office Building
1 Clinton Square, Room 821
Albany, NY 12207
Tel. 518-431-0120, Fax 518-431-0128

Buffalo Office
ATTN: Intern Coordinator
Office of Senator Gillibrand
Larkin At Exchange
726 Exchange Street, Suite 511
Buffalo, NY 14210
Tel. 716-854-9725, Fax 716-854-9731

Long Island Office
ATTN: Intern Coordinator
Office of Senator Gillibrand
155 Pinelawn Road
Suite 250 North
Melville, NY 11747
Tel. 631-249-2825, Fax 613-249-2847

Rochester Office
ATTN: Intern Coordinator
Office of Senator Gillibrand
Kenneth B. Keating Federal Office Building
100 State Street, Room 4195
Rochester, NY 14614
Tel. 585-263-6250, Fax 585-263-6247

Syracuse/Central New York Office
ATTN: Intern Coordinator
Office of Senator Gillibrand
James M. Hanley Federal Building
100 South Clinton Street, Room 1470
PO Box 7378
Syracuse, NY 13261
Tel. 315-448-0470, Fax 315-448-0476



SESSION DATES AND APPLICATION DEADLINES:

FALL SESSION 2010 (End of August – End of December)

Application Deadline: July 23, 2010

SPRING SESSION 2011 (January – May):

Application Deadline: November 5, 2009

SUMMER SESSION 2011

State Office Session – Please speak to individual offices for dates

DC Session I: Mid May - End of June

DC Session II: End of June - Mid August

Application Deadline: April 1, 2011

Applications must be e-mailed or 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 allow that receipt of 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 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 KIRSTEN GILLIBRAND – INTERNSHIP APPLICATION FORM

PLEASE TYPE OR PRINT LEGIBLY

Please check the session for which you are applying:

Fall 2010 _____ Summer Session I 2011 _____
Spring 2011 _____ Summer Session II 2011 _____

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 during the Academic Semester. Summer Programs are full time

Personal Information

Full Name _____
Last First Middle Initial

Today's Date: _____

Place of Birth _____
City State

Date of Birth ___/___/_____

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 Gillibrand'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: High School College/University Graduate/Law

If no, please select highest degree completed:

High School College/University Graduate/Law

Year of Graduation: _____ GPA: _____ Major: _____



SECURITY QUESTIONS

Have you ever had disciplinary or administrative actions (i.e. suspensions, probation, 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, 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