

Constituent Services
Internship Opportunities

with

Congressman
Leonard Boswell



in the

Iowa District Office

CONSTITUENT SERVICES INTERNSHIP OPPORTUNITIES
WITH CONGRESSMAN LEONARD BOSWELL'S OFFICE
IN DES MOINES, IOWA

*Congressman Leonard Boswell is looking for interns
who want to learn more about the federal government
and want to be a part of a hardworking team,
dedicated to serving the citizens of Iowa's Third District.*

Qualifications: Applicants are preferred to have completed at least one year of college and have an interest government and the social sciences. Applicants should have a strong interest in social policy and have good problem-solving, verbal and written communication, and research skills. A willingness to serve the public with a wide variety of concerns and the ability to work independently as well as part of a team is also important.

Program Outline: Internships are available in the spring and fall semesters, as well as over the summer break. Applications are accepted throughout the year. Internships are unpaid and are available for school credit if approved by the college/university. The work schedule is flexible, but an applicant should be available for at least two full days per week.

Job Description: Interns in the Iowa office assist with constituent services duties, including casework, grant research, academy nominations, outreach, attending constituent meetings, and numerous other activities. Casework responsibilities include conducting intakes on constituents' problems and concerns, work through cases to problem resolution/referral under supervision, and various other duties. A job description is available upon request.

Application Procedure: All applicants must contact the Intern Coordinator for an application. The application requires a cover letter, resume, college transcript, and a letter of recommendation. Please contact:

Congressman Leonard Boswell
Attn: Intern Coordinator
300 East Locust, Suite 320
Des Moines, IA 50309

Application Deadline: Students may apply at any time. For more information, please call toll-free 1-888-432-1984 or write to the address above.

Washington, D.C. Office: Legislative internships are also available in Congressman Boswell's office in Washington, D.C. Please call (202) 225-3806 for more information.

AGREEMENT FOR THE PROVISIONS OF GRATUITOUS SERVICES

I, _____,
(First Name) (M.I.) (Last Name)

hereby state that I understand and agree that I am being provided an opportunity to perform services in the office of Representative Leonard Boswell on a gratuitous basis, designed primarily for my educational benefit, and that I will not receive compensation in return for the services that I perform. I further agree that I waive any and all claims against the United States House or the United States Government for payment of compensation as a consequence of services under this agreement.

Signature

Date

Social Security Number

**INTERN APPLICATION
OFFICE OF REPRESENTATIVE LEONARD BOSWELL**

PERSONAL INFORMATION

FULL NAME: _____ DATE: _____

PERMANENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

PARENT/GUARDIAN NAME: _____ PHONE: _____

I AM APPLYING FOR INTERNSHIP DURING: WINTER SPRING SUMMER FALL

EARLIEST START DATE: _____ (CIRCLE ONE) PART TIME FULL TIME

SCHOOL INFORMATION

COLLEGE/UNIVERSITY IN WHICH CURRENTLY ENROLLED: _____

EXPECTED GRADUATION DATE: _____ CURRENT YEAR: FR SO JR SR

MAJOR: _____ WILL YOU RECEIVE CREDIT FOR THIS INTERNSHIP? Y N

ACTIVITIES/INTERESTS: _____

ADDITIONAL INFORMATION

WHAT WOULD YOU LIKE TO LEARN FROM THIS INTERNSHIP? AND WHY?

PLEASE ATTACH TO THIS APPLICATION A COVER LETTER, RESUME, TRANSCRIPT,
AND A LETTER OF RECOMMENDATION. RETURN THEM TO:

CONGRESSMAN LEONARD BOSWELL

Attn: Intern Coordinator

300 East Locust, Suite 320

Des Moines, IA 50309

INTERN APPOINTMENT FORM
OFFICE OF REPRESENTATIVE LEONARD BOSWELL

I, _____, agree to serve as an intern in the Office of Representative Leonard Boswell. I understand that to serve as an intern with the Office, I must either be enrolled in a degree program at an educational institution OR the purpose of my internship must be to further my personal educational plan or program as agreed on by me and the Office. I understand that I am being appointed on a temporary basis and that my internship begins on _____ and ends no later than _____.

I verify that (check one):

_____ This is my first internship with the Office.

_____ I previously served as an intern with the Office from _____ to _____

Date: _____

Intern Signature

Date: _____

Intern Coordinator's Signature or
Chief of Staff

FOR OFFICE USE ONLY

An intern cannot serve a total of more than 12 months as an intern with an office.

INTERN FACT SHEET
OFFICE OF REPRESENTATIVE LEONARD BOSWELL

NAME: _____

LOCAL ADDRESS: _____

PHONE: _____

* * * * *

IN CASE OF EMERGENCY
CONTACT: _____ RELATIONSHIP _____

ADDRESS: _____

PHONE: _____

* * * * *

SCHOOL/UNIVERSITY: _____

DATE OF GRADUATION: _____

ARE YOU PARTICIPATING IN
AN OFFICIAL INTERN PROGRAM? _____

IF YES, PLEASE LIST
SUPERVISOR: _____

ADDRESS: _____

PHONE: _____

REQUESTED DATES OF INTERNSHIP: _____