



Senator Mark Kirk  
Internship  
Application



# Mark Kirk

U.S. Senator for Illinois

## **Internship Application: Washington and Illinois State Offices**

Office Applying For:      Washington, D.C.                              Illinois

Session Applying For:

If selected for an unpaid internship, I could truthfully certify that I am in the United States Legally:

Yes                              No

### **Personal Information**

Name (First, Middle, Last):

Current Address:

Home Address:

Cell Phone Number (xxx-xxx-xxxx):

Email Address:

Parent or Guardian Name (Last, First):

### **Education**

Current College or University:

Major:

Expected Graduation:

Current G.P.A.:

Extra curricular activities, honors or awards:

### **Availability**

I understand that I am applying for an unpaid internship. I will be available to work                              hours per week.

\*Students receiving educational credit should check with their educational institutions for requirements\*

Days of availability:

Have you ever applied for an internship with our office before? Yes:                              No:

If so, give date and brief description of outcome (including the dates of your internship if you have been an intern with our office previously).

Have you ever been employed by a congressional office other than ours? Yes:                              No:

If so, give dates of employment/internship and name of office.

Date of Employment/Internship	Name of Office



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### **D.C. Internship Questionnaire**

This page is to ONLY be completed by applicants applying for a Washington D.C. position.

Interns are placed with legislative assistants to help ascertain a better understanding of the issues, please select three legislative areas of interest to you and explain why below.

(500 Words or Less)

An internship on Capitol Hill is an excellent way for college students to learn first hand how the legislative branch of the federal government operates, while gaining critical job training skills in a fast-paced, exciting work environment. Please explain how this internship will help you with your future career goals.

(500 words or less)



## **Illinois Internship Questionnaire**

This page is to ONLY be completed by applicants applying for an Illinois position.

Staffs in the Chicago and Springfield serve as liaisons to various community and professional groups. Please discuss two groups with whom you believe it is important to establish relationships, and explain why.

What do you hope to gain personally from your internship experience, and what do you hope to contribute to either of Senator Kirk's Illinois offices?



## **Resume**

Copy and paste your resume into the box below



## **Writing Sample**

If you would like to include a writing sample with your application, please use the box below.



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## **Statement of Equal Employment Policy**

The Office of Senator Mark Kirk is an equal employment opportunity employer in accordance with the requirements of Senate rules and regulations and applicable federal laws

## **Certification, Release and Signature**

**I certify** that all of the information I have supplied on this application is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this application, or the withholding or omission of any information requested on this application, may be grounds for not selecting me for an internship, or for terminating my internship after I begin, and may be punishable by fine or imprisonment (U.S. Code, Title 18 Sec. 1001).

I understand that any information I give may be investigated and that the Office of Senator Mark Kirk reserves the right to conduct a background check, which may include a reference check, searches conducted on the Internet, and/or a criminal background check. **I consent** to such a background check and to the release of information about my ability and fitness for an internship with the Office of Senator Mark Kirk by employers, schools, law enforcement agencies and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Office of Senator Mark Kirk. I understand that for financial or lending institutions, medical institutions, hospitals, healthcare professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

If selected as an intern and in consideration of my internship, I agree to conform to the applicable rules and regulations of the United States Senate and the Office of Senator Mark Kirk. My internship may be terminated with or without cause and with or without notice, at anytime, at the option of either the Office or me. I understand that no representative of the Office of Senator Mark Kirk has any authority to make any agreement contrary to the foregoing.

**I understand that interns of the Office of Senator Mark Kirk are at-will. Nothing in this application alters an intern's at-will status.**

I have read and understand all of the above.

Date (MM/DD/YYYY)

Applicant's Signature





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## **How to Submit Your Completed Application**

### **By email (preferred)**

Save copy of completed application to your desktop and email as an attachment to the internship coordinator of the office you are applying to. Please include your first and last name as well as semester you would like to intern in the subject line.

(I.E. Charles Carroll Summer 2014 Internship Application)

### **By United States Postal Service**

Print all completed pages of your application and mail in a standard envelope to the internship coordinator of the office you are applying to.

### **For Washington D.C. Applicants**

C/O Mr. Charles Carroll  
524 Hart Senate Office Building Washington, DC 20510  
Phone: (202) 224-2854  
Fax: (202) 228-4611  
[Internship\\_kirk@kirk.senate.gov](mailto:Internship_kirk@kirk.senate.gov)

### **For Chicago and Springfield Applicants**

C/O Constance Palas  
230 S. Dearborn Suite 3900 Chicago, IL 60604  
Phone: (312) 886-3506  
Fax: (312) 886-2117  
[Constance\\_Palas@kirk.senate.gov](mailto:Constance_Palas@kirk.senate.gov)