



ARIZONA LEGISLATIVE AND GOVERNMENT INTERNSHIP PROGRAM ASU COVER PAGE (2024-2025)

NAME: _____ DATE: _____

PLEASE CHECK THE AGENCIES TO WHICH YOU ARE APPLYING. YOU MAY APPLY TO ALL PROGRAMS, BUT SUBMIT ONLY ONE APPLICATION.

1. Arizona Governor's Office
2. Arizona Legislature (Senate and House of Representatives)
3. Arizona Supreme Court

ASU students are also eligible for Internship placement in the following Agencies and Offices. Check all of those that might be of interest to you.

1. Arizona Association of Counties
2. Arizona Attorney General
3. Arizona Board of Regents
4. Arizona Criminal Justice Commission
5. Arizona Department of Child Safety
6. Arizona Department of Economic Security
7. Arizona Department of Forestry and Fire Management
8. Arizona Department of Gaming
9. Arizona Education Association
10. Arizona Ombudsman-Citizens' Aide
11. Arizona School Board Association
12. Arizona Secretary of State's Office
13. Governor's Office of Boards and Commissions
14. League of Arizona Cities and Towns
15. Maricopa County Assessor's Office
16. Maricopa County Superior Court-Office of the Clerk

I understand that the application materials will be used for the internship interview process and will be made available to the appropriate staff of the hiring office.

Signature

Date

All application materials must be completed (application, unofficial transcripts, personal statement, resume, and letters of recommendation), compiled into a single pdf file, and uploaded to our program website at <https://spgs.asu.edu/az-leg-internship> by September 20, 2024 at 5 p.m. If your recommenders prefer to submit confidential letters, they can email them to kayla.stamey@asu.edu.



ARIZONA LEGISLATIVE AND GOVERNMENT INTERNSHIP PROGRAM

NAME: _____ DATE: _____

PLEASE CHECK THE INTERNSHIP PROGRAMS FOR WHICH YOU ARE APPLYING. YOU MAY APPLY TO ALL PROGRAMS, BUT SUBMIT ONLY ONE APPLICATION. (Click on the box to check it)

- Arizona Governor's Office
- Arizona Legislature (Senate and House of Representatives)
- Arizona Supreme Court

THIS APPLICATION MUST INCLUDE*:

- Application
- Unofficial Transcript
- Personal Statement (question 7 of the application)
- Letters of Recommendation (two current academic or professional letters)
- Résumé

*Please see your university's website or your campus coordinator for any additional requirements and information, including your university housing contracts.

ARIZONA LEGISLATIVE AND GOVERNMENT INTERNSHIP PROGRAM APPLICATION

(Please Type)

Name _____ University _____

Current Address _____

Winter Break Address _____
(Include city, state, and zip code)

Telephone Number(s) _____

E-mail Address _____

University I.D.# _____ Academic
Advisor _____

How did you hear about the Legislative and Government Internship?

Do you have any social, personal, employment or family relationship with anyone who works at the Governor’s Office, Legislature or Supreme Court?

Legal Resident of: _____
(city/state or foreign country)

Are you registered to vote? YES No

(Click on box to check one)

If yes, what is your political party registration? _____

(There is no right or wrong answer to this question - this information is used for placement purposes only)

UNDERGRADUATE STUDENTS

Cumulative GPA _____ Total Credit Hours Completed to Date _____

Major _____ Scheduled Date of Graduation _____

Please Note:

**This internship requires minimum 3.00 GPA at the time of application and 75 credit hours at the end of the fall semester prior to the legislative session. *Check with your university for additional requirements and information.*

GRADUATE STUDENTS

Cumulative GPA _____ Total Credit Hours Completed to Date _____

Degree Program _____ Scheduled Date of Graduation _____

1. Other Colleges and Universities Attended – Include institutions where you earned at least 12 credit hours. List the most recent first.

INSTITUTION	DATES ATTENDED	DEGREE AWARDED	GPA

2. Employment History – List the most recent employer first.

EMPLOYER	LOCATION	POSITION	FULL OR PART TIME	DATES

3. Activities – List student organizations, community affairs, volunteer work, political activities, etc.

ORGANIZATION/ACTIVITY	DATES	DESCRIPTION

4. Other Information – List activities or awards that may have a bearing on your qualifications for participation in this internship (honors, fellowships, scholarships, publications, travel, computer skills, etc.).

5. Areas of Interest – Choose only three areas of preferred interest below and rank those areas in order of your preference (1, 2, 3), with number 1 being your greatest interest in the subject matter. Legislative interns work either with subject-area committees or the offices of the Republican Staff or Democratic Staff.

**Please Note: If you are selected to be an intern, we cannot guarantee that you will be placed in one of your top choices.*

Preferred Areas of Interest

- | | |
|--|--|
| <input type="checkbox"/> Appropriations and Budget | <input type="checkbox"/> Insurance and Banking |
| <input type="checkbox"/> Commerce and Economic Development | <input type="checkbox"/> Criminal Justice and Law Enforcement |
| <input type="checkbox"/> Natural Resources/Environment | <input type="checkbox"/> City and County Issues |
| <input type="checkbox"/> Taxes and Finance | <input type="checkbox"/> K-12 Education and Higher Education |
| <input type="checkbox"/> Health | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Communications/Media | <input type="checkbox"/> Child Welfare and Public Welfare Programs |

Republican Policy Office

Democratic Policy Office

6. **Special Skills – Please choose your level of proficiency in these skills from 1 (lowest) to 5 (highest):**

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**Please Note: Answers concerning these skills will not affect your chances of being selected for the internship. This question is used only for purposes of placement.*

- | | 1 | 2 | 3 | 4 | 5 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Excel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Photoshop | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. OneDrive/GoogleDrive | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Public Speaking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Digital Media or Other Special Skills (please explain): | | | | | |

7. **Personal Statement – Please describe in 300 words or less your reason for applying for this internship, the background you can bring to the experience and the aspects of legislative work that would most interest you. Include the statement as a separate attachment to your application.**

8. **This internship requires at least 40 hours per week at the State Capitol in Phoenix. Additionally, your attendance may be required at early morning and late night meetings. There are no holidays, no semester breaks and no time off given during the session. Are you prepared to make this commitment?**

Please click on box to check one: Yes No

9. **Due to the workload and placement associated with this internship, it may be difficult for you to take classes during the spring semester. In addition to the internship credits, do you plan to take classes online or in person?**

Please click on box to check one: Yes No

If yes, please explain.

10. **Have you applied for any other internship during the spring semester?**

Please click on box to check one: Yes No

If yes, what is the internship, when do you expect to be notified if chosen and what is the start date?

11. **Have you ever been convicted of or pleaded guilty or no contest to a crime?**

Please click on box to check one: Yes No
If yes, please describe:

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****Interns are subject to a criminal history records check.***

REMEMBER: All applications **must** include:

1. **Transcripts** – An unofficial transcript (from your current university *and* each institution if more than 12 credit hours were awarded).
2. **Personal Statement** (see # 7 above).
3. **Letters of Recommendation** – Include two (2) current academic or professional letters of recommendation from either a work supervisor or professor. ***Please do not include letters from colleagues, coworkers, family members or friends.**
4. **Résumé**

Interns serve at the pleasure of the presiding officer and shall conduct themselves in a professional manner at all times. Failure to complete the internship or dismissal from the internship may affect the amount of the stipend and may result in a failing grade and/or no class credit.

I hereby agree to the above and certify that I can participate full-time (minimum of 40 hours or more if required per week) in the program for a period of 18 weeks, beginning in January.

I hereby certify that all entries on this application form and attachments are true and complete and I agree and understand that any falsification of information, regardless of the time of discovery, may cause forfeiture on my part to any participation in the intern program. I understand that information on this application form or in attachments is subject to verification and I consent to references, former employers and educational institutions listed being contacted regarding this application. I further authorize the Arizona Legislature to rely upon and use, as it sees fit, any information received from those contacts. I authorize the Arizona Legislature to conduct a criminal history records check.

I also give permission for you to obtain my official transcripts, if needed.

Signature _____ Date _____