



## INTERNSHIPS IN THE OFFICE OF SENATOR GILLIBRAND

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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.

**This program is designed to enhance a course of study for an undergraduate student.** While we may consider an application from students pursuing higher degrees (Law, Masters etc) it is important to keep in mind that the level of work is appropriate for those recently graduated, or currently pursuing their undergraduate degree.

### 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. **Only complete applications will be accepted.** 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 if applying for the New York City office. **Please note that all applications to the Washington, DC must be submitted through the online application system.**

If you are applying to multiple offices, please send an application to every office to which you're applying. 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  
Gillibrand\_Internship@gillibrand.senate.gov

New York City Office  
ATTN: Intern Coordinator  
Office of Senator Gillibrand  
Tel. 212-688-6262 Fax 866-824-6340  
Gillibrand\_InternshipsNYC@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:

### SUMMER SESSION 2013 (May-August)

Deadline is April 5, 2013

Applicants will be called for interviews in mid-April.

### FALL/WINTER SESSION 2013 (August – End of December)

**NYC:** Applicants will be admitted on a rolling basis.

Deadline: July 12, 2013.

### SPRING SESSION 2013 (January – May ):

**NYC:** Applicants will be admitted on a rolling basis.

Deadline: October 26, 2012.

Applications must be e-mailed 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. However, Senate Rules state that receipt of financial assistance from outside sources should 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:

*DC Summer students can only attend one session*

Fall 2012 \_\_\_\_\_

DC Summer Session I 2013 \_\_\_\_\_

Spring 2013 \_\_\_\_\_

DC Summer Session II 2013 \_\_\_\_\_

State Offices Summer Session \_\_\_\_\_

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**

*(Summer semester - minimum is 25 hours per week)*

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

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E-mail address: \_\_\_\_\_

Prior Campaign/Political/Government Experience:

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Areas of  
Interest:

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How did you hear about Senator Gillibrand's Internship Program?

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Have you applied to this internship before? If so what office/season?: Yes \_\_\_ No \_\_\_

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#### 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

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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