

INTERNSHIP APPLICATION



Office of Congresswoman Mary Fallin

CONGRESSWOMAN MARY FALLIN -- INTERNSHIP APPLICATION FORM

Congresswoman Mary Fallin's internship program provides students the opportunity to learn about government service and the legislative process through first-hand experience. The knowledge, skills and experiences gained through the internship program will be applicable to future challenges and professional pursuits. We welcome all applicants who have demonstrated academic excellence and have displayed a commitment to public service.

THE APPLICATION PROCESS

Please complete all sections of the application. 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
- Current Resume
- 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).
- Two letters of recommendation (photocopies are fine)
- An unofficial transcript

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 aforementioned requirements may delay, or even prevent, the review of your application.

SUBMITTING COMPLETE APPLICATIONS:

Candidates should submit complete applications to the office where they wish to intern by fax or mail. Contact information for each of Congresswoman Fallin's offices is shown below:

Oklahoma City Office

120 N. Robinson, Suite 100
Oklahoma City, OK 73102
(405) 234-9900 phone
(405) 234-9909 fax

Contact:

Sarah Tippit
Staff Assistant

Sarah.Tippit@mail.house.gov

Washington D.C. Office

1432 Longworth House Office Bldg
Washington D.C. 20515
(202) 225-2132 phone
(202) 226-1463 fax

Contact:

Michelle Altman
Staff Assistant

Michelle.Altman@mail.house.gov

FUNDING

Please note that all internships are unpaid. However, candidates are permitted under House rules to apply for and accept financial assistance from appropriate outside sources. Nonetheless, House rules require that receiving financial assistance from outside sources does not create a conflict of interest with your House 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.

PLEASE TYPE OR PRINT LEGIBLY

Please check the session and location for which you are applying:

Fall Session _____ Spring Session _____ Summer Session _____

Oklahoma City office _____ Washington DC office _____

Please indicate if your start/end dates would vary from those listed above:

As best you can, please list on what days and at what times you are available:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Note: Interns are expected to make a commitment of at least 15 hours per week.

PERSONAL INFORMATION

Full Name: _____ Today's Date: _____
Last, First, Middle Initial

Social Security #: _____ - _____ - _____ Place of Birth: _____
City, State

U.S. Citizenship: YES _____ NO _____

Current Address:

Permanent Address:

Email: _____

Current Phone: _____ Home Phone: _____

Are you a registered voter? YES _____ NO _____

Prior Campaign/Political/Government Experience: _____

Areas of Interest: _____

How did you hear about Congresswoman Fallin's internship program?

Are you receiving, or do you plan to receive funding (scholarships, grants, etc.) during the course of your internship? If so, from what source?

ACADEMIC INFORMATION

College/University/High School: _____

School's Address: _____

Select One: Undergraduate / Graduate / Law -not presently a student

Expected Year of Graduation: _____ GPA: _____ Major: _____

Major Field of study: _____ Minor (if applicable): _____

SECURITY QUESTIONS

Have any disciplinary or administrative actions (i.e. probation, suspension, 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, DUI/DWI or misdemeanor offense? YES ____ NO ____

Have you ever used, possessed, supplied or manufactured any illegal drugs? YES ____ NO ____

If you answered "Yes" to any questions mentioned above, please explain and include the dates of the actions on a separate page.

NARRATIVE RESPONSES:

1. Why would you be a good representative of the office of Congresswoman Mary Fallin?

2. What would you contribute to the Intern Program?

3. Which of the Congresswoman's policies is most important to you? Why?

4. What do you consider your most significant accomplishment? Why?

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 false answers will lead to the rejection of my application or immediate dismissal from the program.

Signature

Date