

INTERNSHIP APPLICATION



Office of U.S. Senator Richard J. Durbin
Illinois

INTERNSHIP OPPORTUNITIES

Thank you very much for your interest in the internship opportunities available in the Office of U.S. Senator Dick Durbin.

Our internship program is unique in many ways. We try to match an intern's skills with the needs of our office. In the time you spend here, you will experience much of what we do on a day-to-day basis. You will assist staff in matters involving federal agencies, work with our press and scheduling offices and help to manage our front desk. Not every assignment will be fun or glamorous, but we hope this experience will be useful in your course of study or as you choose your own career path.

Our interns are an integral and appreciated part of our office. We work hard to ensure that interns leave here with a working knowledge of government affairs. We also realize it is important for participants to have accomplished individual goals. There are many fun and interesting aspects to the program and you will have the opportunity to explore your own interests.

At times, you will find yourself immersed in political debate and discussion, and you will be challenged to think and work independently. Our staff is very close and you will inevitably get to know many of the staff members well. As in any work environment, interns are expected to work hard and act professionally at all times. We are excited to have you with us and hope you take advantage of this great opportunity.

APPLICATION PROCESS

Please complete all sections of the application. All requested materials must be submitted together.

To be considered for an internship, the application must include:

- Internship Application Form
- Current Resume
- Cover letter describing why you would like to intern in Senator Durbin's Office
- Name, title, and contact information for an academic or professional reference (reference must be a supervisor, professor, or mentor; a letter of recommendation is **not required**)

You must submit these materials to each office location in which you are applying to intern.

SESSION DATES AND APPLICATION DEADLINES

Washington, D.C. Office

<u>SESSION NAME</u>	<u>SESSION DATES</u>	<u>APPLICATION DEADLINES</u>
Fall 2012	September 4, 2012 – December 21, 2012	<i>Law/ Graduate Students:</i> June 21, 2012 <i>Undergraduate Students:</i> July 19, 2012
Spring 2013	January 2, 2013 – May 17, 2013	<i>Law/ Graduate Students:</i> October 25, 2012 <i>Undergraduate Students:</i> November 15, 2012
Summer Session I 2013	May 13, 2013 – July 5, 2013	<i>Law/ Graduate Students:</i> January 10, 2013 <i>Undergraduate Students:</i> February 7, 2013
Summer Session II 2013	July 1, 2013 – August 30, 2013	<i>Law/ Graduate Students:</i> January 10, 2013 <i>Undergraduate Students:</i> February 7, 2013

Illinois State Offices

Chicago | Springfield | Carbondale | Rock Island

<u>SESSION NAME</u>	<u>SESSION DATES</u>	<u>APPLICATION DEADLINES</u>
Fall 2012	September 4, 2012 – December 21, 2012	<i>All students:</i> July 26, 2012
Spring 2013	January 2, 2013 – May 17, 2013	<i>All students:</i> November 15, 2012
Summer Session I 2013	May 13, 2013 – July 5, 2013	<i>All students:</i> February 28, 2013
Summer Session II 2013	July 1, 2013 – August 30, 2013	<i>All students:</i> February 28, 2013

FUNDING

This internship is unpaid.

COMPLETED APPLICATIONS

Please submit your completed application and materials to the office in which you would like to intern. If you are submitting your materials via e-mail, please include in the subject line the office to which you are applying.

You must submit the completed application to **each** office location in which you are applying to intern.

Contact information is as below:

Washington D.C. Office

Ms. **Erum Ibrahim**

Intern Coordinator

Office of U.S. Senator Dick Durbin

711 Hart Senate Office Building

Washington, DC 20510

phone: (202) 224-2152

fax: (202) 228-0400

internships@durbin.senate.gov

Chicago Office

Ms. **Alicia Johnson**

Intern Coordinator

Office of U.S. Senator Dick Durbin

230 S. Dearborn Street, Suite 3892

Chicago, IL 60604

phone: (312) 353-4952

fax: (312) 353-0150

internships@durbin.senate.gov

Springfield Office

Ms. **Stacie Barton Hackler**

Intern Coordinator

Office of U.S. Senator Dick Durbin

525 S. 8th Street

Springfield, IL 62703

phone: (217) 492-4062

fax: (217) 492-4382

internships@durbin.senate.gov

Carbondale Office

Ms. **Melissa O'Dell Olson**

Intern Coordinator

Office of U.S. Senator Dick Durbin

250 W. Cherry Street, Suite 115-D

Carbondale, IL 62901

phone: (618) 351-1122

fax: (618) 351-1124

internships@durbin.senate.gov

Rock Island Office

Mr. **Brad Middleton**

Intern Coordinator

Office of U.S. Senator Dick Durbin

1504 Third Avenue, Suite 227

Rock Island, IL 61201

phone: (309) 786-5173

fax: (309) 786-5404

internships@durbin.senate.gov

PLEASE NOTE:

Due to ongoing delays in postal mail to federal buildings, especially in Washington, D.C., it is preferred that applications are submitted by e-mail as a single pdf.



UNITED STATES SENATOR ★ ILLINOIS
RICHARD J. DURBIN

711 Hart Senate Office Building, Washington, DC 20510 (202) 224-2152

Personal Information

Name: _____ Date of Birth: _____

Permanent Address: _____ Phone: _____

Current Address: _____ Phone: _____

Are you a registered voter? Yes _____ No _____ If yes, in which state? _____

Social Security Number (Optional): _____

Relevant experience (e.g. campaign, politics, government): _____

Areas of Interest: _____

Extracurricular activities: _____

How did you hear about this internship program? _____

Education

High School: _____ Graduation Date: _____

High School City and State: _____

College: _____ Graduation Date: _____

• Major/Minor: _____ GPA: _____

Graduate/Law School: _____ Graduation Date: _____

• Major/Minor: _____ GPA: _____

Languages spoken (indicate degree of fluency): _____



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Will high school/college credit be earned through this internship? Yes:_____ No:_____

If yes, please complete the following:

Professor:_____ Phone Number:_____

Course Name:_____ Total Credits Earned:_____

As internships in this office are unpaid, do you plan on receiving an outside stipend or scholarship for your internship?

If yes, please list your possible sponsor: _____

Office and session you are applying for:

(If you are applying for more than one session or more than one office*, please number your choices in order of preference.)

	Fall	Spring	Summer I	Summer II
Washington, D.C.	_____	_____	_____	_____
Chicago:	_____	_____	_____	_____
Springfield:	_____	_____	_____	_____
Carbondale:	_____	_____	_____	_____
Rock Island:	_____	_____	_____	_____

Dates Available: ____/____/____ through ____/____/____

*NOTE: You must submit a full application to **each** office marked above.

Hours
Available:

Monday: _____ to _____ Thursday: _____ to _____

Tuesday: _____ to _____ Friday: _____ to _____

Wednesday: _____ to _____



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Disclosure

Have any disciplinary or administrative actions (ex. probation, suspension, expulsion) been taken against you by your school or are any pending?

Yes_____ No_____

Have you ever been convicted of a felony or misdemeanor offense?

Yes_____ No_____

If you answered "Yes" to any questions above, please provide an explanation on a separate page.

Certification

My statements on this form and on all of my application materials are true to the best of my knowledge and belief. I understand that knowingly making false statements will lead to the rejection of my application or removal from the internship program.

Signature: _____ Date: _____