**Frequently Asked Questions related to the Internship Program:**

*What will I be doing as an intern in the office of Congressman Jeffries?*

Interns assist staff in a wide range of areas including legislative policy work, communications, scheduling, and administrative assistance. Candidates should expect to be given more responsibility over time based on individual skills and interests.

*What is the application deadline?*

Applications are accepted on a rolling basis year-round, but consideration after the following deadlines for the corresponding sessions is unlikely:

Spring Session (January – April): December 10th

Summer Session (May – August): April 15th

Fall Session (September – December): August 10th

*Are all application materials due at the application deadline?*

The application form as well as your resume, references, (un)official transcript, and writing sample (prompt provided below), must be submitted by the deadline for the term to which you apply. Any application materials submitted after the deadline may result in the rejection of your application.

*Are internships in the office of Congressman Jeffries paid?*

All internships are unpaid. Room, board, and transportation are not provided.

*May I apply if I am not from New York’s 8th Congressional District?*

Yes. Preference is given to applicants who are from the District and New York, but all qualified candidates are encouraged to apply.

*Can I receive academic credit for completing an internship with the office of Congressman Jeffries?*

Awarding academic credit for successful completion of a Congressional internship is at your school’s discretion. We will provide appropriate related information as requested by your school. Arrangements for accreditation should be made before you begin an internship.

*Do you accept high school students?*

No. We limit the available positions to postsecondary students and graduates.

*May I apply if I am a graduate student or graduate?*

Yes.

*How competitive is the application process?*

The application process is highly competitive. Summer is the most competitive session.

**Background on the Internship Program:**

The internship program in the office of Congressman Hakeem Jeffries provides an excellent opportunity to learn and participate in the legislative process. Interns will enjoy an enriching and rigorous experience, and make important contributions to Congressman Jeffries’ work on behalf of the 8th Congressional District of New York and the United States.

There are three internship sessions: spring (January – April), summer (May – August), and fall (September – December). All internships are unpaid, and the office does not provide room, board, or transportation. Internship hours can be flexible to accommodate students’ course schedules, but are generally during office hours Monday through Friday from 9:00 a.m. to 6:00 p.m.

Our interns gain invaluable work experience. In Washington, interns research for the Congressman’s policy proposals, assist senior staff with legislative hearings and briefings, help draft responses to constituents on issues before Congress, and manage administrative duties. Interns in our District offices interface directly with constituents, helping to deliver needed information and services. Responsibilities vary but will include research and writing, assisting with District events, and administrative duties. Fluency in a second language is wanted, but not required.

All interns must be enrolled in, or have recently graduated from, an accredited post-secondary educational institution. We welcome applicants who have demonstrated academic excellence and an interest in, and commitment to, public service. Strong candidates are mature, professional, well-organized, efficient, and self-motivated. While preference is given to persons from New York’s 8th Congressional District, all qualified candidates are encouraged to apply.

If you would like to be considered for an internship, please email your application materials to the appropriate address below:

Addressee: newyork08resumes@gmail.com

Subject: Internship Application for [Your Name]

Attn: Internship Coordinator

**Instructions for Internship Program Application Form:**

Please timely complete and submit the application form as well as your resume, references, (un)official transcript, and writing sample (prompt provided below).

Any application materials submitted after the deadline may result in the rejection of your application.

The suggested application deadlines are as follows:

Spring Session (January – April): December 10th

Summer Session (May – August): April 15th

Fall Session (September – December): August 10th

Please mail or email your application materials to the appropriate address below:

Addressee: newyork08resumes@gmail.com

Subject: Internship Application for [Your Name]

Attn: Internship Coordinator

**Internship Program Application Form:**

1. Full legal name:

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| First |  | Middle |  | Last |

1. Date of birth: / /
2. Mobile number: ( ) –
3. Secondary phone number: ( ) –
4. Email address:
5. City and state of birth:
6. U.S. citizen:

□ Yes

□ No

1. Are you interested in a press/communications internship in the Washington D.C. office?

□ Yes

□ No

1. For which internship term are you applying?

□ Summer Session (January \_\_\_ – April \_\_\_)

□ Fall Session (May \_\_\_ – August \_\_\_)

□ Spring Session (September \_\_\_ – December \_\_\_)

1. Which office location do you prefer?

□ Washington D.C.

□ Central Brooklyn

□ South Brooklyn

1. Have you previously applied for an internship with the office of Congressman Hakeem Jeffries, or sent your current application to more than one of his offices?

□ Yes

□ No

* 1. If so, when and to which office(s)?
1. Indicate the dates and times you are available to work:

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| --- | --- |
| Days: | Hours: |
| Monday | \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ |
| Tuesday | \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ |
| Wednesday | \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ |
| Thursday | \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ |
| Friday | \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ |

1. Academic information (please check all that apply):

□ Enrolled as an undergraduate

□ College graduate

□ Enrolled in a graduate program

□ Graduate school graduate

* 1. Please list the postsecondary school(s) you attend and/or graduated from:

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* 1. Cumulative GPA for postsecondary school(s) you attend and/or graduated from:

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* 1. Major/field of study at postsecondary school(s) you attend and/or graduated from:

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* 1. Graduation date, or expected graduation date for postsecondary school(s) you attend and/or graduated from:

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1. Are you fluent or proficient in speaking a language other than English?

□ Yes

□ No

* 1. If so, please indicate the language(s) and describe your verbal skill level:

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1. Are you planning to seek academic credit for interning (if so, arrangements for academic credit should be made prior to the start of the internship)?

□ Yes

□ No

1. Do you plan to receive funding from an outside organization or employer during the internship?

□ Yes

□ No

* 1. If so, please name the source(s) (please omit support from loved ones):

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1. Please briefly describe all of your prior political or government experience:

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1. How did you hear about our internship program?

□ Former intern

□ Your school

□ Online job posting

□ Our website

□ Other

1. Have you ever had disciplinary or administrative actions (e.g. suspensions, probation, expulsion) taken against you by your school, or are any pending?

□ Yes

□ No

1. Have you ever been convicted of a criminal offense, DWI, DUI, or a misdemeanor?

□ Yes

□ No

1. If you answered Yes to any of the above questions, please provide an explanation and describe the disposition of any related proceedings:

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1. In 1000 words or less, please discuss a policy you would like to advance through Congress.

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I certify that all of the answers and information I have supplied are true, correct, complete, and submitted in good faith.

I understand that false or fraudulent answers or information, or withholding or omitting information, may be grounds for rejection or termination.

I understand that any information I give may be investigated and that the office of Congressman Hakeem Jeffries 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 investigations and to the release of information about my ability and fitness for employment as an intern with the office of Congressman Hakeem Jeffries 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 Congressman Hakeem Jeffries.

If employed and in consideration of my internship, I agree to conform to the rules and regulations of the United States House of Representatives and the office of Congressman Hakeem Jeffries.

I understand that interns of the office of Congressman Hakeem Jeffries are at-will employees and nothing in this application alters that at-will status.

I have read and understand all of the above.

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| Signature |  | Date |