

INTERNSHIP APPLICATION



**Office of Senator Richard J. Durbin
Illinois**

INTERNSHIP OPPORTUNITIES

Thank you very much for your interest in the internship opportunities available in the Office of 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:

- Cover letter describing why you would like to intern in Senator Durbin's
- Internship Application Form
- Current Resume
- One letter of recommendation

SESSION DATES AND APPLICATION DEADLINES

Summer Session I 2009 (May 11th-July 3th)

- *Law Student Application deadline: January 30, 2009*
- *Undergraduate Student Application deadline: February 20, 2009*

Summer Session II 2009 (July 6th-August 28th)

- *Law Student Application deadline: January 30, 2009*
- *Undergraduate Student Application deadline: February 20, 2009*

Fall Session 2009 (September 1st -December 18th)

- *Application deadline: July 30, 2009*

FUNDING

This internship is unpaid.

COMPLETED APPLICATIONS

Please submit your completed application and materials to the office in which you would like to intern. Contact information is as below:

Washington D.C. Office

Ms. Erin Collinson, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
309 Hart Senate Office Building
Washington, DC 20510
phone: (202) 224-2152
fax: (202) 228-0400

Chicago Office

Ms. Sindy Soto, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
230 South Dearborn, Suite 3892
Chicago, IL 60604
phone: (312) 353-4952
fax: (312) 353-0150

Springfield Office

Ms. Sara Froelich, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
525 S. 8th Street
Springfield, IL 62703
phone: (217) 492-4062
fax: (217) 492-4382

Marion Office

Ms. Betsy Hall, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
701 N. Court Street
Marion, IL 62959
phone: (618) 998-8812
fax: (618) 997-0176



UNITED STATES SENATOR ★ ILLINOIS
RICHARD J. DURBIN

309 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, number your choices in order of preference)

	Fall	Spring	Summer I	Summer II
Washington, D.C.	_____	_____	_____	_____
Chicago:	_____	_____	_____	_____
Springfield:	_____	_____	_____	_____
Marion:	_____	_____	_____	_____

Dates Available: ___/___/___ through ___/___/___

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: _____