**What is your PERMANENT address?**

|  |
| --- |
| Street & Apt: |
| City: State: Zip: |
| If a Maryland resident, legislative district of this address: |
| If a Maryland resident, county of this address: |
| Home phone: ( )  Cell : ( ) |
| Email address: |

**What is your PRESENT address?**

|  |
| --- |
| Street & Apt: |
| City: State: Zip: |
| Phone: ( )   |
|  |

**Academic information:**

|  |
| --- |
| Current status:  Senior  Junior  Other: |
| Major: |
| Minor: |
| GPA (3.0 minimum): |
| English composition grade: |
| Number of credits for internship: |

**To be completed by the Sponsoring Professor supervising your internship:**

|  |
| --- |
| Name: |
| Department: Phone: |
| Signature of Professor: |
| Email address: |
| Number of credits student will receive for the internship: |

**Please indicate your preference, if any, for placement with a particular county, district, or member of the General Assembly**:

|  |
| --- |
|  |

**Stipend:** Students receive a stipend for their internships with the Maryland General Assembly. The total amount varies, depending upon how many hours per week (January 8 - April 7) an intern works: 15-18 hours/week = $850; 19-26 hours/week = $1,250; 27–33 hours/week = $1,650 or 34-40 hours/week = $2,000.

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**How many hours per week are you able to work during session?**

|  |  |
| --- | --- |
| Maximum: | Minimum: |

**Which days are you able to work? Please indicate the number of hours.**

You are required to work a minimum of two days (16 hours) per week during the session and to take no holidays or spring break. Also, please be aware that very few members request an intern on Monday or Friday.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  Full day \_\_\_\_\_\_ Half day \_\_\_\_\_\_ Half day \_\_\_\_\_\_ Either full/half \_\_\_ Not good on this day |  Full day \_\_\_\_\_\_ Half day am\_\_\_\_\_ Half day pm\_\_\_\_\_ Either full/half \_\_\_ Not good on this day |  Full day \_\_\_\_\_\_ Half day \_\_\_\_\_\_ Half day \_\_\_\_\_\_ Either full/half \_\_\_ Not good on this day |  Full day \_\_\_\_\_\_ Half day \_\_\_\_\_\_ Half day \_\_\_\_\_\_ Either full/half \_\_\_ Not good on this day |  Full day \_\_\_\_\_\_ Half day \_\_\_\_\_\_ Half day \_\_\_\_\_\_ Either full/half \_\_\_ Not good on this day |

**Please rank the five most important areas in which you are interested. Use each number only once. (1=most interested)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Health |  | Women’s Issues |  | Child Welfare |
|  | Taxes |  | Social Issues |  | Welfare Reform |
|  | Budget |  | Environment |  | Education |
|  | Economic/Business Devel. |  | Law Enforcement/Crime |  | Other: |

**Please rank your ability in the following skills. Use each number only once. (1=most proficient)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Writing |  | Phone |  | Organizing |
|  | Clerical |  | Analyzing |  | Research |
|  | Other: |

**Please check your level of computer proficiency (select only one):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | None |  | Average operating level |
|  | Basic operating level |  | Above average operating level |

**Please check the computer programs with which you are familiar:**

|  |  |  |
| --- | --- | --- |
|  Windows |  Word |  Excel |
|  Other |   |   |

**Placements usually consist of several types of responsibilities. Please rank the following in order of preference, using each number only once. (1=most preferred)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | General Legislative Assistant*(bill tracking, bill summaries, attending hearings)* |  | Constituent Responder*(letters, phone contacts)* |
|  | Legislative Researcher |  | Communications Assistant*(newsletters, reports)* |

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**This information is only for use in the Human Resources Office.**

|  |
| --- |
| Social Security No.: Date of Birth:  |

**Please indicate the following dates:**

|  |
| --- |
| 2014 Fall semester exam period: |
| 2015 Spring semester begins: |
| Date you will be leaving present address for 2014 holiday break: |

**REQUIRED ATTACHMENTS**

**Application will not be processed without receipt of the following:**

 1. A description of yourself to help us evaluate your application. Outline your abilities, interest in state government, and your objectives in serving an internship with the Maryland General Assembly (200 word minimum - **typed**).

 2. Your resume, which should include, but is not limited to:

 a) Education

 b) Academic honors

 c) Extracurricular activities

 d) Work experience

 e) Interests

 3. College transcript (office use only)

**Deadline for application is October 31, 2014 - Can be extended, call Ms. Schmeltzer**

Send to: Peggy Schmeltzer, Human Resources Assistant

 Department of Legislative Services

 90 State Circle, Room 311

 Annapolis, MD 21401-1991

**Phone**: (410) 946-5124 (Baltimore/Annapolis Area) (301) 970-5124 (Washington Area)

 (800) 492-7122 Ext. 5124 (Toll free from other points in Maryland)

**FAX**: (410) 946-5140 (Baltimore/Annapolis Area) (301) 970-5140 (Washington Area)

TDD: (410) 946-5401 (Baltimore/Annapolis Area)

 (301) 970-4101 (Washington Area)

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Maryland General Assembly

**Intern Application For**

**2015 Session**

**January 14 - April 13**



**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_**

**College/University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please submit your completed application and the required attachments to the Intern Office by October 31, 2014.***