



U.S. Congresswoman Stephanie Murphy

Spring 2019 Internship Program

INTERN SELECTION CRITERIA:

- Demonstrated commitment to community service, leadership potential
- Academic progress or accomplishment
- Accomplishments in extracurricular activities
- Writing ability

INSTRUCTIONS TO APPLY:

Please complete all aspects of this application thoroughly and honestly. Providing the information requested is voluntary. However, failure to provide complete answers to all questions contained in the application may affect the review and consideration of your application.

Your Social Security number is needed to keep accurate records due to the fact that people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Your application must include the following to be considered:

- Application
- Current resume
- Cover letter (cover letter does not count as a writing sample)
- Two writing samples no more than 500 words each
 - One professional e-mail
 - One letter – topic of your choosing

All requested materials must be submitted together in the application in a single e-mail no later than **Friday, December 14, 2018 at 11:59 PM**. All requested materials should be submitted electronically to Ken Heidegger, office of U.S. Congresswoman Stephanie Murphy, at Ken.Heidegger@mail.house.gov.

Failure to meet any of the above-mentioned requirements would result in a delay in the review or disqualification of your application.

PROGRAM DETAILS:

Spring 2019 Dates:

Monday, January 7, 2019 – Friday, May 4, 2019

We are currently accepting applications for part- and full-time internship positions. Part-time internships require at least 15 hours of work per week, and full-time internships require at least 30 hours of work per week. Please e-mail your completed application and additional materials to Ken Heidegger, executive assistant, at Ken.Heidegger@mail.house.gov.

Internships in the Office of Congresswoman Stephanie Murphy are designed to enhance the academic experience for college students. All internships are unpaid. For internships in Washington, interns will be expected to cover all travel costs to and from Washington, secure their own lodging while in Washington, and pay for their own meals and expenses.

Academic credit can be coordinated between the university and the student.

ELIGIBILITY:

In order to be eligible to apply you must meet the following requirements:

- You must be 18 years of age or older at the time at which you serve as a congressional intern
- You must be a U.S. citizen or legal permanent resident
- You must submit a completed application
- You must be a high school graduate who is presently attending or enrolled in college

SELECTION:

Applicants will be notified electronically whether they will move to the next phase of the selection process, which will be a phone interview, by Wednesday, December 19, 2019.

Please do not call our office to inquire about the status of your application (except to confirm that your application has been received).

NOTES:

You may attach additional pages for the application. Please remember to also submit a resume, cover letter, and writing samples with this application. Incomplete applications will not be considered. If you have any additional questions, please contact Ken Heidegger at (202) 225-4035.

APPLICATION FOR CONGRESSWOMAN STEPHANIE MURPHY INTERNSHIP

Personal Information

Full Name: _____ Date: _____

Office Preference _____ Washington, D.C. _____ Orlando, Fla. _____ Sanford, Fla.
(please rank accordingly with one (1) being your top preference)

Date of Birth: _____ Social Security #: _____ - _____ - _____

Gender: _____ Hometown: _____
City State

U.S. Citizen or Legal Permanent Resident: Yes _____ No _____

Current Address: _____ Permanent Address: _____

Phone: _____ E-mail : _____

Are you a registered voter? _____ If yes, in what state and district: _____

Prior Political Experience: _____

Do you have any personal or professional connections to central Florida? Yes _____ No _____

If yes, please elaborate: _____

ACADEMIC INFORMATION

College/University: _____

School's Address: _____

Select One: Undergraduate Masters/Graduate Degree Doctorate Non-student

Graduation Year: _____ GPA: _____ Major: _____

PRELIMINARY SECURITY QUESTIONS

1. Have any disciplinary or administrative actions (i.e. probation, suspension, expulsion) been taken against you or by your school or are any pending? Yes _____ No _____
2. Have you ever been charged with or convicted of any criminal offense, DWI or misdemeanor offense? Yes _____ No _____

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