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 Office
- Internship Application Form
- Current Resume
- Name, title, and contact information for an academic or professional reference (reference must be a supervisor, professor, or mentor)

<u>You must submit these materials to the office location in which you would like to intern.</u>

SESSION DATES AND APPLICATION DEADLINES

Washington, D.C. Office

SESSION NAME	SESSION DATES	APPLICATION DEADLINES
Fall 2011	September 6, 2011 – December 16, 2011	*Law/Graduate Students*: June 30, 2011 *Undergraduate Students*: July 21, 2011
Spring 2012	January 2, 2011 – May 11, 2011	*Law/Graduate Students*: October 27, 2011 *Undergraduate Students*: November 17, 2011
Summer Session I 2012	May 14, 2012 – July 6, 2012	*Law/Graduate Students*: January 12, 2012 *Undergraduate Students*: February 16, 2012
Summer Session II 2012	July 2, 2012 – August 24,2012	*Law/Graduate Students*: January 12, 2012 *Undergraduate Students*: February 16, 2012

Illinois State Offices

Chicago | Springfield | Carbondale | Rock Island

SESSION NAME	SESSION DATES	APPLICATION DEADLINES
Fall 2011	August 29, 2011 – December 16, 2011	*All students*: July 28, 2011
Spring 2012	January 2, 2011 – May 11, 2011	*All students*: November 17, 2011
Summer Session I 2012	May 14, 2012 – July 6, 2012	*All students*: March 1, 2012
Summer Session II 2012	July 2, 2012 – August 24,2012	*All students*: March 1, 2012

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. **Erum Ibrahim**, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
711 Hart Senate Office Building
Washington, DC 20510
phone: (202) 224-2152
fax: (202) 228-0400

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

Springfield Office
Ms. **Stacie Barton Hackler**, 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

Carbondale Office
Ms. **Melissa O'Dell Olson**, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
250 W. Cherry Street, Suite 115-D
Carbondale, IL 62901
phone: (618) 351-1122
fax: (618) 351-1124

Rock Island Office
Mr. **Brad Middleton**, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
1504 Third Avenue, Suite 227
Rock Island, IL 61201
phone: (309) 786-5173
fax: (309) 786-5404

Applications can also be submitted by e-mail to
internships@durbin.senate.gov.
Please indicate in the subject line the office to which you are applying.

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):_____

UNITED STATES SENATOR ★ ILLINOIS
RICHARD J. DURBIN
309 Hart Senate Office Building, Washington, DC 20510 (202) 224-2152

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: _____