

## **Instructions for Internship Program Application Form**

Please timely complete and submit the application form as well as your resume, cover letter, and references.

The suggested application deadlines are as follows:

Spring Session (January – May): December 1

Summer Session (June – August): May 1

Fall Session (September – December): August 1

Please email your application materials to the email address below:

To: [ny07internship@gmail.com](mailto:ny07internship@gmail.com)

Subject: Internship Application for [Your Name]

## **Frequently Asked Questions**

### ***What will I be doing as an intern in the office of Congresswoman Nydia Velázquez?***

Interns assist staff in a wide range of areas including legislative policy work, communications, and administrative assistance. However, it should be noted that the primary responsibilities of the intern will be administrative in nature, meaning answering phones, constituent correspondence, and monitoring incoming mail. Candidates should expect to be given more responsibility over time based on project availability, individual skills, and interest areas. Further, there is opportunity to assist the Congresswoman in her role as Ranking Member of the Small Business Committee.

### ***What is the application deadline?***

Spring Session (January – May): December 1

Summer Session (June – August): May 1

Fall Session (September – December): August 1

### ***What materials need to be included in the application?***

The application form, resume, cover letter, references, and writing sample must be submitted promptly by the deadline for the term in which you apply. Any application materials submitted after the deadline may result in the rejection of your application.

### ***Are internships paid?***

No. All internships are unpaid. Room, board, transportation, and other living expenses are not provided.

### ***May I apply if I am not from New York's 7<sup>th</sup> 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 Congresswoman Nydia Velázquez?***

Yes if it is allowed by your school. We will provide appropriate related information as requested by your school but arrangements for accreditation should be made before you begin your internship.

### ***Do you accept current students?***

Yes. We accept college and graduate students.

### ***Do you accept recent graduates?***

Yes. We accept graduates from accredited educational institutions who have demonstrated academic excellence and interest in public service.

### ***How competitive is the process?***

The process is highly competitive with the summer session being the most in demand term.

## Internship Program Application Form

**1. Full Legal Name:**

\_\_\_\_\_

Last, First, Middle

**2. Date of Birth:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**3. Primary Phone Number:**

(\_\_\_\_) \_\_\_\_\_

**4. Secondary Phone Number:**

(\_\_\_\_) \_\_\_\_\_

**5. Email address:**

\_\_\_\_\_

**6. Current Mailing Address:**

\_\_\_\_\_

\_\_\_\_\_

**7. City and State of Birth:**

\_\_\_\_\_

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

- Yes
- No

**9. Which location do you prefer?**

- New York District Office
- Washington D.C.

**10. Which term is preferred?**

- Spring Session (January – May)
- Summer Session (June – August)
- Fall Session (September – December)

**11. Have you previously applied for an internship with Congresswoman Nydia Velazquez's office?**

- Yes – If so, when? \_\_\_\_\_
- No

**12. Please indicate your start and end dates.**

\_\_\_\_\_

**13. Please indicate the days and times you are available to work.**

Days:	Hours:
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

**14. Academic Information (please check all that apply):**

- Enrolled as an undergraduate
- College graduate
- Enrolled in a graduate program
- Graduate school graduate

List the postsecondary school(s) you attend or graduated from, field of study, cumulative GPA, and graduation date or expected graduation date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

- Yes – If so, please indicate language and proficiency level \_\_\_\_\_
- No

**16. Do you plan to seek academic credit for interning?**

- Yes
- No



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 Congresswoman Nydia Velázquez 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 by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Congresswoman.

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 Congresswoman Nydia Velázquez.

I understand that interns 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

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Date