

**Office of Senator Benjamin L. Cardin  
Senate Foreign Relations Committee  
Internship Application**

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To apply for an internship with Senator Cardin's democratic staff for Senate Foreign Relations Committee, please complete the application below and send back along with your **resume and cover letter** by email [democratic\\_internship@foreign.senate.gov](mailto:democratic_internship@foreign.senate.gov) by the appropriate deadline date.

There are four different internship opportunities throughout the year, please mark which session you are applying for:

**Fall session** is from August to December \_\_\_\_\_

**Spring session** is from January to May \_\_\_\_\_

There are two summer sessions (you can apply for either or both sessions):

**Summer session one:** May to June \_\_\_\_\_

**Summer session two:** July to August \_\_\_\_\_

**Internship application deadlines:**

**2018 Spring Session: November 10**

**2018 Summer Session: March 16**

**2018 Fall Session: July 6**

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**Full Legal Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Preferred Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Hometown:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Emergency Contact**

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Education Information**

**Institution Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Minor:** \_\_\_\_\_

**GPA:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

**Will you be receiving academic credit for participating in our internship program?** \_\_\_\_\_

**Internship Availability**

**Monday:** \_\_\_\_\_

**Tuesday:** \_\_\_\_\_

**Wednesday:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_

**Friday:** \_\_\_\_\_

**Available Hours/week:** \_\_\_\_\_

**Have you applied to our internship program before?** \_\_\_\_\_

**If so, when?** \_\_\_\_\_

**Please answer the following questions Yes or No:**

**Have you ever been imprisoned, been on probation or parole; convicted of a felony or firearms/explosives violation; or convicted by a military court-martial? Include convictions resulting from a plea of non contendere (no contest). Omit: (a) traffic fines of \$100.00 or less; (b) any conviction set aside under the Federal Youth Corrections Act or similar state law; and (c) any conviction whose record was expunged under federal or state law.** \_\_\_\_\_

**If selected for an internship, I could truthfully certify that I am in the United States legally.**

**I certify that all of the information I have supplied on this application is true, correct, complete, and made in good faith.** \_\_\_\_\_

**Please provide contact information for three personal and/or professional references:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

Please do not forget to include a **cover letter and resume** when submitting your application.

If you do not receive a confirmation email when you send in your application, please send an email to [democratic\\_internship@foreign.senate.gov](mailto:democratic_internship@foreign.senate.gov) or call 202-224-4651.