

**Office of Senator Robert Menendez
Senate Foreign Relations Committee
Internship Application**

To apply for an internship with Senator Menendez'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 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 Summer Session: March 16

2018 Spring Session: November 10

2018 Fall Session: July 6

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 or call 202-224-4651.