

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

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To apply for a virtual\* internship with Senator Menendez's Democratic staff for the Senate Foreign Relations Committee, please complete the application below and send back along with your **resume, cover letter, and an optional diversity statement all in PDF form** to [democratic\\_internship@foreign.senate.gov](mailto:democratic_internship@foreign.senate.gov) by the appropriate deadline date. **In the cover, please clearly state a foreign policy area of interest.**

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

**Fall session** is from September 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 \_\_\_\_\_

**\*For 2022 Sessions:** At this time, SFRC has not yet determined whether the Summer or Fall Sessions will be in-person. Below, please indicate your availability and preference for remote and in-person internships. Please note that an in-person internship will require you to be located in the Washington, D.C. area.

**Remote\_\_\_\_\_ In-person\_\_\_\_\_ Either** (please indicate preference, if applicable) \_\_\_\_\_

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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** - Applicants must commit to a minimum of 30 hours per week during normal work hours, 9am-6pm Eastern Time

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

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

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

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

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

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

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

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

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

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

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

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

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

**How did you find out about this internship?** \_\_\_\_\_

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

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

**Instructions for this page:**

If you answer “Yes” to any of the questions below, provide your explanation(s) in item 8. A “Yes” answer will not necessarily disqualify you for an internship.

For questions 2-6, **include** convictions resulting from a plea of nolo contendere (no contest). For questions 2-6, **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.

1. During the last 10 years, were you fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems? **YES** [  ] **NO** [  ]
2. Have you ever been convicted of, or forfeited collateral for, a felony violation? Generally, a felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under state law which are punishable by imprisonment of two years or less. **YES** [  ] **NO** [  ]
3. Have you ever been convicted of, or forfeited collateral for, any firearms or explosives violation? **YES** [  ] **NO** [  ]
4. Are you now under charges for any violation of law? **YES** [  ] **NO** [  ]
5. During the last 10 years, have you been convicted, forfeited collateral, been imprisoned, been on probation or been on parole? Do not include violations reported in 18, 19 or 20, above. **YES** [  ] **NO** [  ]
6. Have you ever been convicted by a military court-martial? **YES** [  ] **NO** [  ]
7. Have you ever had a security clearance suspended, denied or revoked? **YES** [  ] **NO** [  ]
8. If you answered “Yes” to question 1, explain for each job the problem(s) and your reason(s) for leaving. Give the employer’s name and address. (Use the box below.)

If you answered “Yes” to question(s) 2-6, explain each violation and give the date, place of occurrence and the name/address of the police or the court involved. (Use the box below.)

[Note: If you attach additional pages please include the item number.]

If you answered “Yes” to question 7, explain the reason(s) for the suspension, denial or revocation, the date of the suspension, denial or revocation, and governmental entity that suspended, denied or revoked the security clearance.

Item No.	Date (MM/YY)	Explanation	Mailing Address		
			Name of Employer, Police or Court:		
			City:	State:	Zip Code:
			Name of Employer, Police or Court:		
			City:	State:	Zip Code:
			Name of Employer, Police or Court:		
			City:	State:	Zip Code:

**If selected for an unpaid internship, I could truthfully certify that I am in the United States legally.**  
YES [ ] NO [ ]

**If selected for a paid internship, I could truthfully certify one of the following:** (1) I am a United States citizen; or (2) I am lawfully admitted for permanent residence and am seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B); or (3) I am (i) admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158 and (ii) I have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or (4) I owe allegiance to the United States under the law. (Note: To meet the “owe allegiance” requirement, an individual must be (1) a non-citizen U.S. national born in or having ties to American Samoa or Swains Island (as outlined in 8 U.S.C. § 1408), or (2) a non-citizen U.S. national pursuant to section 302 of Public Law 94-241 (relating to the Commonwealth of the Northern Mariana Islands)). YES [ ] NO [ ]

SFRC is asking for the preceding certification because appropriations law prohibits the federal government, including Senate offices, from hiring an individual for a paid position in the continental United States unless that individual falls into one of the above categories.

**I certify that all of the information I have supplied on this application is true, correct, complete, and made in good faith.** YES [ ] NO [ ]

### **Optional Diversity Statement**

We believe that the diversity of our staff makes our office stronger. If you would like to share a perspective you bring or an experience you have had that you believe will strengthen the work that our office does in meeting its core mission to develop and influence U.S. foreign policy, you may attach a short statement with your application explaining how your perspective and/or experience will assist the office in meeting that mission. If you choose to include a diversity statement, please submit it as an separate document along with your other application materials.

### **Legal Internship**

SFRC can place law school graduates or current law school students in a legal internship, supporting staff attorneys working on issues including treaties and international instruments, sanctions and export law, and legislative procedure. If you would like to be considered for a legal internship, please indicate that in your cover letter and below:

**I wish to be considered for a legal internship** YES [ ] NO [ ]

**Please do not forget to include a cover letter, resume, and an optional diversity statement in PDF format when submitting your application.**

**Only applicants selected for further review will be contacted by SFRC.**

### **Internship Stipend**

Senator Menendez is providing a \$5,000 stipend for a limited number of students to help alleviate the costs of interning with his Senate Foreign Relations Committee staff. Far too often, qualified students cannot afford to come intern in our offices because of the costs of housing, transportation, and food.

This stipend is intended only for those students who cannot afford to participate in an unpaid internship in Washington, D.C. While some students may have access to financial assistance from family or their educational institution, this stipend is intended for those who could not otherwise afford this opportunity.

The Senate Foreign Relations Committee minority staff office considers a financial need to exist in circumstances such as: when a student is eligible for a Pell Grant; when a student or a person claiming the student as a dependent is eligible for an Earned Income Tax Credit; when a student or a person claiming the student as a dependent lives at or below the federal poverty line; and other similar circumstances that may compel a student to decline to take an internship in D.C. **Only respond to the following question if you would like to be considered for the stipend.**

**Do you certify that you have a financial need for this stipend? YES [ ] NO [ ]**