

Washington, D.C.
Office of Congressman Jared Polis

Internship Application

CO-02



Thank you for your interest in an internship in the Washington, DC office of Congressman Jared Polis.

Application requirements:

1. Completed application packet
2. Resume
3. Cover letter
4. Brief writing sample (3-5 pages in length. It can be an excerpt)
5. A list of three references

Official Use _ _ _

INTERNSHIP APPLICATION

Personal Information

Name: _____

Address: _____

E-Mail: _____

Primary Phone: _____

Date of Birth: _____

Emergency Contact: _____

Phone: _____

School Information

Graduate

College/University: _____

Program: _____

Current Year in Program: _____ Grad Year: _____ GPA: _____

Undergraduate

College/University: _____

Major/Minor: _____

Program in D.C. (If Applicable): _____

Current Status (circle one): FR. SO. JR. SR. Grad Year: _____ GPA: _____

High School

High School: _____

Grad Year: _____ GPA: _____

Please Answer the Following

Interest in an internship: What made you decide to pursue an internship with Congressman Polis' office, in particular? What would you like to get out of an internship in this office?

Information about yourself: What, if any, prior political experience do you have? How will this internship assist you in your future plans? What issues interest you most?

Availability:

Internship Start Date: _____

Internship End Date: _____

I can work (please circle one): Part-Time Full-Time

Any other comments regarding scheduling you would like to add: _____

References: Please provide the name, email address and phone number for three references, including one academic and one professional reference.

1) Reference Name: _____

Email Address: _____

Phone Number: _____

Relationship to you: _____

2) Reference Name: _____

Email Address: _____

Phone Number: _____

Relationship to you: _____

3) Reference Name: _____

Email Address: _____

Phone Number: _____

Relationship to you: _____

**INTERN AGREEMENT FORM
OFFICE OF CONGRESSMAN JARED POLIS**

I, _____, swear to maintain strict confidentiality relating to any and all conversations and information of a sensitive nature, including but not limited to legislation and other strategic information, to which I might be privy while working as an intern in the Office of Congressman Jared Polis.

This includes any constituent with whom I may speak, any meeting that I may attend, and any computer records or content of files that I may view.

I agree to conduct myself in a manner that reflects the integrity of the United State House of Representatives and the stated values of the office Congressman Jared Polis.

I acknowledge I will be serving as an intern without compensation and additionally acknowledge my voluntary service does not constitute House employment.

I acknowledge that by signing this form I agree to a background check, if necessary.

Furthermore, I acknowledge that the breaking of this agreement by failing to uphold the stated values of the office may lead to the termination of the internship.

Signature

Date

Our core values:

- 1.) Issue competency
- 2.) Professionalism
- 3.) Constituent services
- 4.) Inclusiveness and respect