



Senator Susan Rubio

22ND SENATE DISTRICT

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3/2017

"This internship has been a great experience. Not only has it prepared me for a career in public service, but it has also given me the opportunity to do meaningful work right now."

– Jeffrey Short
Senate Republican
Caucus Intern

SENATE INTERN APPLICATION INFORMATION





An internship in a Senate Capitol or District office can help individuals learn about the legislative process and give back to the community. Internships are available on a part-time or full-time basis. In some cases, students can earn school credit for completing an internship.

If you are interested in applying for an internship in a Capitol or District office, please complete the enclosed application. As space becomes available, staff will contact qualified applicants for an interview.

Individuals at any level of experience, service or academic standing are encouraged to apply.

"Helping constituents and learning about the state legislative process was gratifying and proved to be a fun, valuable learning experience. My time as an intern and the skills that I have developed here will be extremely useful in my future career."

– Elizabeth Uno
Senator Steinberg Intern

WHO CAN APPLY?

The Senate does not have a formal internship program; however, the Senate Rules Committee is supportive of Senators who want to provide volunteer opportunities to individuals who want to give back to their community. Each Senate office can select their legislative volunteers.

COMPENSATION

Decisions regarding stipends, if any, are left to each Senator's office. There is no salary scale for interns. Interns are not eligible for benefits.

In some cases, academic credit for students is provided at the completion of an internship. Check with your academic institution to determine if any requirements exist to earn academic credit. Make sure to share the requirements with your potential Senate office.

Veterans from all branches of the military are welcome to apply.

PROFESSIONAL ATTIRE

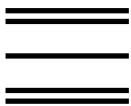
Senate interns serve as representatives of the Senate as an institution in addition to the Senator they work for in both the Capitol and District office. Therefore, it is recommended that interns dress in a manner appropriate to their job responsibility.



100 S. Vincent Avenue, Suite 401
West Covina, CA 91790-2932

DISTRICT OFFICE

PLEASE
PLACE
STAMP
HERE



CALIFORNIA STATE SENATE **INTERN PROGRAM DESCRIPTION**

RESEARCH OPPORTUNITIES

Senate Interns have the opportunity to work on a variety of research projects.

COMMUNITY OUTREACH AND CONSTITUENT SERVICES

Interns have the chance to help constituents resolve issues and assist staff with community events.

WHY BECOME A SENATE INTERN?

A legislative internship can help individuals learn about government and build a track record of civic engagement.

CALIFORNIA STATE SENATE INTERN PROGRAM APPLICATION

NAME			
ADDRESS			
EMAIL	CELL	HOME/OTHER TEL	
EARLIEST AVAILABLE START DATE		EXPECTED END DATE	

EDUCATION • PLEASE LIST THE SCHOOL YOU ARE CURRENTLY ATTENDING AND TWO OTHERS THAT YOU MOST RECENTLY ATTENDED [FROM MOST RECENT]			
SCHOOL AND CITY	CURRENT OR COMPLETED LEVEL / GRADE	DATES [FROM – TO]	

VOLUNTEER / EMPLOYMENT / LEADERSHIP EXPERIENCE • NO EXPERIENCE REQUIRED • ATTACH ADDITIONAL PAGES IF NECESSARY	
ORGANIZATION	DUTIES

INTERESTED JOB AREA[S] • CHECK ALL THAT APPLY			
<input type="checkbox"/> ISSUE RESEARCH	<input type="checkbox"/> EVENT PLANNING / STAFFING	<input type="checkbox"/> WRITING LETTERS, MEMOS, ETC.	
<input type="checkbox"/> DATA ENTRY / MANAGEMENT	<input type="checkbox"/> COMMUNITY SERVICE PROJECTS	<input type="checkbox"/> ASSISTING STAFF AT MEETINGS	
<input type="checkbox"/> GENERAL OFFICE WORK	<input type="checkbox"/> OTHER:		

POLICY OR ISSUE AREA[S] OF INTEREST • FOR EXAMPLE: housing, education, public safety, environment, economic development, healthcare, budget, taxes, civil rights, etc.	

REFERENCES • PROVIDE INFORMATION FOR THREE PEOPLE WHO ARE NOT RELATED TO YOU & ARE FAMILIAR WITH YOUR WORK AS A STUDENT, VOLUNTEER, OR EMPLOYEE		
NAME	TEL	EMAIL
		RELATIONSHIP [TEACHER, EMPLOYER, COACH, COUNSELOR, ETC.]

THANK YOU FOR YOUR INTEREST IN SERVING THE COMMUNITY