# The Office of
# United States Senator Rand Paul - KY

## Internship Description
## Bowling Green State Office

**Internship opportunity**

Internship positions under U.S. Senator Rand Paul give students the opportunity to receive approved credit hours in their respective field of study. They will be assigned the Bowling Green State Office and will assist the staff with daily tasks that are identified by the Director of Constituent Services.

**Duties and Responsibilities**

1. The intern must be a senior in high school or a college student to be eligible for the internship.
2. The student will be expected to make him/herself available in the office a minimum of 10 hours per week and up to 20 hours per week.
3. The intern will assist the staff assistants with the general daily activities to include: assisting with constituent mail, constituent phone calls, casework filing, and daily activities of the staff assistants, etc.
4. The intern will report to the Director of Constituent Services.
5. The intern will be assigned one special project during his/her tenure that will provide insight in the duties and responsibilities of the Congressional staff.

**Application Process**

Please complete all sections of the application. All requested materials must be submitted together.

To be considered for an (unpaid) internship, the application must include:

☐Internship Application Form
☐Three letters of Recommendation (at least one from a professor)
☐A recent writing sample (Class assignments no longer than two pages are preferred.)
☐Resume

***Once your application has been received, we will contact you for an interview.**

**Session Dates and Application Deadlines**

Summer I 2011 ( June )
Deadline: April 15th

Summer II 2011 (July 5 - August 19)
Deadline: June 3rd

Fall 2011 (September 6 – December 16)
Deadline: August 5th

Spring 2012 (January 23 – May 11)
Deadline: November 18th

**Completed Applications**

Please submit your completed application to:

U.S. Senator Rand Paul
1029 State Street
Bowling Green, KY 42101

If you have any questions, please contact us at 270-782-8303.

**The Office of**
**United States Senator Rand Paul – KY**

**Internship Application**
**Bowling Green State Office**

## Personal Information

Name:_____

**Current Address**
Street/Box #: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

Cell Phone Number: _____ E-mail Address: _____

**Permanent Address (if different than above)**

Street/Box #: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

How did you hear about this internship program?
_____
_____

## Education

High School:_____Graduation Date:_____

College:_____Graduation Date:_____
Major:_____
Minor:_____
GPA:_____

Will you receive credit for this internship? _____

If so, who is your internship advisor?
Name and Title: _____
Phone Number: _____ E-mail:_____
Department/Office: _____

**Session you are applying for:**

- ❑ Summer I
- ❑ Summer II
- ❑ Fall
- ❑ Spring

Hours Available (Note: office hours are from 8-4:30 Central Time):

Monday: _____ to _____ Thursday: _____ to _____

Tuesday: _____ to _____ Friday: _____ to _____

Wednesday: _____ to _____

**Disclosure**

Have any disciplinary or administrative actions (ex. probation, suspension, expulsion) been taken against you by your school or are any pending?

Yes_____ No_____

Have you ever been convicted of a felony or misdemeanor offense?

Yes_____ No_____

If you answered "Yes" to any questions above, please provide an explanation on a separate page.

**Certification**
My statements on this form and on all of my application materials are true to the best of my knowledge and belief. I understand that knowingly making false statements will lead to the rejection of my application or removal from the internship program.

Signature: _____ Date: _____