



UNIVERSITY OF ILLINOIS SPRINGFIELD

Illinois Legislative Staff Intern Program

APPLICATION DEADLINE: MARCH 1



Name _____
Last First Middle

Current Mailing Address _____
Street Apartment

City State Zip

Home Mailing Address _____
Street Apartment

City State Zip

Check preferred number:

Current Phone (_____) _____ Home Phone (_____) _____

E-mail _____

EDUCATION (include junior and/or senior college, plus any graduate or professional training):

INSTITUTION	MAJOR/MINOR	DATES ATTENDED	DEGREE(S)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Undergraduate cum. GPA _____ on a scale of A= _____ Graduate cum. GPA (if any graduate training) _____ on a scale of A= _____

REFERENCES (three persons whom you asked to return the attached Request for Letter of Recommendation forms):

NAME	TITLE	AGENCY NAME & ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____

Staff(s) you want to work on (check any or all): Partisan LRU General LRU Science

DISCLOSURE STATEMENT

I understand that withholding information requested on this application or giving false information may make me ineligible for a position. I certify that the above statements are, to the best of my knowledge, complete and correct, including a report of all possible collegiate credit. I understand that before my application can be considered the following conditions must be met:

1. I have or will have completed a United States Bachelor's degree or its accepted equivalent by the term of entry.
2. I must have a minimum GPA of 3.0 (on a scale of 4.0) for application to the Illinois Legislative Research Unit.
3. I must complete and submit this application.
4. I must submit a résumé.
5. I must submit a typewritten, single spaced essay including four parts: (1) biographical sketch (1-2 pages); (2) state government policy issue, preferably in Illinois (2-5 pages); (3) interest, experience or background relevant to a legislative internship (1 page); and (4) how I learned about the intern program (short paragraph).
6. I must request and submit all official undergraduate transcripts and any graduate transcripts. Upon acceptance, I must request and submit any official final transcripts.
7. I must submit three current (within 2 years of application date) references.
8. If applying for the Legislative Research Unit, I must also submit a writing sample, preferably a term paper written for a college course.

I understand that this application and any materials received in support of my application for an ILSIP position, including letters of reference, will be made available to and reviewed by representatives from the screening committee of academic members of the program's sponsoring committee and a screening committee of personnel from the four partisan legislative staffs (House Democrats, House Republicans, Senate Democrats and Senate Republicans) and/or the Legislative Research Unit, depending on which staff(s) are considering my application. I give my permission to officials at all the institutions I have attended to release information needed by the University of Illinois Springfield to substantiate statements I have made on this application.

Name/Signature _____ Date _____

Illinois Legislative Staff Intern Program

Application Information

General Instructions

1. There are twenty-four (24) intern positions: twenty (20) with the partisan legislative staffs and four (4) with the Legislative Research Unit. One (1) of the Legislative Research Unit positions is for science research and three (3) for general research. You may apply for the partisan staff positions, the Legislative Research Unit positions, or both. However, applicants for the Legislative Research Unit positions must provide additional materials – see instructions on the next page.
2. To be eligible, an applicant must receive an undergraduate degree before starting the internship. The internship runs from August 16 to June 30 of the following year.
3. The minimum grade average required of applicants for the Legislative Research Unit is 3.00 on a scale of A=4.00.
4. To apply, please submit this application form, your résumé, essay as outlined below along with a writing sample if applying to the LRU to the address below.
5. All applicants (Partisan and LRU) must complete an essay, single-spaced and typewritten, divided into four (4) sections and 4–8 pages in length in response to the following items:
 - a. Write a short biographical sketch. Who are you? Where have you been? Where are you going? How would the legislative staff experience benefit you? (1-2 pages)
 - b. State governments must deal with a wide variety of policy areas and sub-areas (e.g. transportation, many kinds of human services, revenue, and criminal law). Select one area or sub-area of concern to state government. Discuss major issues in that area. Suggest policy changes that might be pursued in trying to deal with the difficulties inherent in the area. Address the specific situation in Illinois, if possible (2–5 pages).
 - c. What interest, experience, or background do you have in government-related activity (politics, work etc.)? How would that interest, experience, or background help you as a legislative intern for a partisan staff or for the Legislative Research Unit? (1 page)
 - d. How did you learn about the intern program? (This is to help us evaluate our recruitment methods. A short paragraph will suffice.)
6. Official college transcripts must be sent directly from the institution to the address on the next page.
7. Forward the recommendation request forms to three references who know you personally or professionally. Letters of recommendation must be sent by the source to the address on the next page along with the recommendation request form. Two references should be able to evaluate your academic work.
8. The deadline for application is **March 1**. All materials must be **submitted or postmarked** no later than the deadline. Late materials will be accepted to the extent positions remain open.

see more on reverse side

9. After an initial screening process, the best qualified candidates will be invited to Springfield for an interview in March or April, depending upon the legislative calendar. All applicants will be notified of their selection status. Every effort will be made to arrange interviews at times convenient to applicants.
10. Applicants **must** be available for a personal interview in Springfield at the appointed time. If this raises a concern, please contact the office to discuss your situation and possible solutions.

Additional Instructions – Legislative Research Unit Applicants (LRU) Only

For consideration by LRU, send an **additional** writing sample demonstrating your analytical and writing skills along with your application. A term paper written for a college course is preferred. Writing sample(s) must be written solely by the applicant. No multi-author writing samples will be accepted. Please note this writing sample is **in addition to** the essay listed above and must also be received by **March 1**.

All Application Materials Should Be Sent To:

Illinois Legislative Staff Intern Program
University of Illinois Springfield
One University Plaza, MS PAC 451
Springfield, Illinois 62703-5407

Phone: (217) 206-6579
Fax: (217) 206-7397
Email: bvand1@uis.edu
Web site: <http://ilsip.uis.edu>

Questions and concerns may be addressed to the contact information provided.

The Illinois Legislative Staff Intern Program is administered by the
University of Illinois Springfield for the Illinois General Assembly.