

OFFICE OF CONGRESSMAN G. K. BUTTERFIELD

STUDENT INTERNSHIP APPLICATION FORM

General Information

Full Name: _____

Date of Birth: _____ Place of Birth: _____

Parents' or Guardians' Names: _____

Permanent Address: _____

Phone: _____ Email: _____

School Year Contact Information

Mailing address: _____

Phone: _____ Email: _____

About the Internship

In which office(s) are you interested in serving?

Wilson Williamston Weldon Tarboro Washington, DC

When are you available for an internship?

Fall Term Spring Term Summer Term

If no paid positions are available, would you be willing to accept an unpaid or voluntary position?

Yes No

Academic Information

Not including your GPAs will put your application at a disadvantage. Please use a 4.0 scale to calculate.

High School: _____ GPA: _____ Graduation Date: _____

High School Address: _____

High School Activities: _____

College: _____ GPA: _____ Graduation Date: _____

College Address: _____

College Activities: _____

Previous Work Experience

Employer: _____ Dates: _____

Address: _____

Duties: _____

Employer: _____ Dates: _____

Address: _____

Duties: _____

Office Skills

You must have a good attitude and personality. You must have the ability to work well with people in a busy, fast-paced office setting. Please check the office equipment and software with which you are familiar. List others below.

Filing systems Photocopier Facsimile Multi-line phones

Outlook Word Excel Access PageMaker

Other: _____

Please state below why you desire a Congressional Internship and provide any additional information that would assist in the selection process.

References

Please list three references.

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Signature

The information provided is correct and accurate.

Signature: _____ Date: _____

Submission Information

Deadlines for application are as follows:

Fall semester:	August 15
Spring semester:	December 15
Summer semester:	January 15

Please submit your application to:

Internship Coordinator
Office of Congressman G. K. Butterfield
413 Cannon House Office Building
Washington, DC 20515
Fax: 202-225-3354

If you have questions, call 202-225-3101.