

United States Senate Historical Office

2019 Summer Internship Application

- **Overview:** The offices under the Secretary of the Senate provide legislative, financial and administrative support to Senators and the entire Senate community. Interns with the Secretary's Office are afforded the unique opportunity to gain work experience while learning about the Senate, legislative procedures and Washington, D.C. The summer intern program is filled with educational lectures, tours and activities that are sure to make this a memorable experience. For more information about the Office of the Secretary of the Senate, please visit http://www.senate.gov/artandhistory/history/common/briefing/secretary_senate.htm
- **Qualifications:** Internships are designed for college students who are currently enrolled in undergraduate and graduate programs. Both undergraduate and graduate students must have completed one full semester of their respective programs prior to this application, and must be continuing their education in the fall of 2019. Preference will be given to applicants who have not previously held internships in the Secretary's Office.
- **Application Process:** Complete application packages must be received by 6:00 p.m. on Friday, March 15, 2019. Please e-mail, fax or hand-deliver your completed application package before the established deadline.
Contact: Human Resources
Room SH-231B Hart Building
E-mail: resumes@sec.senate.gov
Fax: 202-228-3603

Do not send your application package by USPS, Express Mail, FedEx, or UPS (or use any other form of overnight delivery) as security measures slow down receipt of the information. Your completed application package must include the following:

1. Application (included in this package): complete the fillable document and either print, sign and scan the document, or, if using the electronic signature, electronically sign and save the document.
 2. Resume
 3. Cover letter identifying reason for seeking an internship in the Secretary's Office and how you expect this work experience to enhance your educational program or career goals. Some things to consider: What makes you an ideal candidate for our program? How do you plan to make the most of this experience while serving the needs of the Senate and offices under the Secretary?
 4. Two letters of recommendation: one from an employer or volunteer supervisor and one from a college professor
 5. Application for Veterans' Preference (if applicable)
- **Notification of selection:** We will identify our intern needs and make our selections known to all applicants by Friday, March 22, 2019. If you have not heard from us by Friday, March 22, 2019, please e-mail Frishta Daud at Frishta_Daud@sec.senate.gov and she will be able to assist you.
 - Dates for the Senate Historical Office's Graduate Summer Intern Program:

Begin: Monday, June 3, 2019 End: Friday, August 30, 2019

While the Secretary's Office provides personal leave for the summer (see annual and sick leave), interns must coordinate and schedule leave with their Department Heads. **With the intent and purpose of our program (including workload, tours, and special events), it is imperative that interns schedule extended summer vacation plans with family or friends before or after our program.** If you already have plans that you are not able to reschedule, we recommend that you apply again next year and plan accordingly.

- Set forth below is a summary of some of the policies that apply to interns. These policies may be modified at the discretion of the Secretary of the Senate. Interns will receive a copy of the *Office of the Secretary of the Senate Intern Handbook* when they begin their internship.

- **Office Hours:** Each office establishes its working hours in order to provide maximum support to the Senate. Departmental intern supervisors will advise interns of their working hours and lunch schedule on the first day of the internship. All interns are expected to make the necessary commuting arrangements to ensure they arrive at work in a timely manner. Excessive tardiness and unexcused absences may lead to disciplinary action up to and including dismissal from our program.
- **Holidays:** Thursday, July 4, 2019, will be a paid holiday for all Secretary of the Senate staff and interns.
- **Pay:** The Secretary of the Senate offers paid internships based on the intern's level of academic achievement. Undergraduate interns are paid \$14.00 per hour; graduate students are paid \$17.50 per hour. The Senate has two pay periods per month. Senate staff and interns are paid for the 1st through the 15th on the 20th of each month, and for the 16th through the end of the month on the 5th of the following month.
- **Annual and Sick Leave:** Interns accrue annual leave at the rate of 5 hours per pay period and sick leave at the rate of 4 hours per pay period. Leave accrual begins upon completion of the first full pay period of the internship and ends on the last full pay period of the internship. All leave use must be coordinated with and approved by the intern's supervisor. Overdrawn leave will be deducted from an intern's pay and may result in immediate termination of the internship. Unused annual leave and sick leave will not be paid upon termination of the internship.
- **Housing:** Interns are responsible for securing their own travel and housing arrangements for the summer. If you are selected for our summer internship, we will send you a welcome package with information that may be helpful to you with your housing search.
- **Transportation:** The Washington, D.C. area has one of the most efficient public transportation systems in the country. There are two Metro locations within walking distance of the U.S. Capitol and Senate office buildings. We cannot provide parking for interns and suggest that you do not bring a car with you, as parking in Washington, D.C. is limited, costly and primarily by permit only - violators can be heavily fined.
- **Dress code:** As representatives of the Secretary's Office and the United States Senate, interns must present themselves in a professional manner and are expected to dress in attire appropriate to their position and duties. In most cases, sports coats and slacks or suits, button-down shirts, ties and dress shoes are appropriate attire for men and dresses or skirts/slacks and blouses and dress shoes are appropriate attire for women. The following attire is inappropriate and may not be worn by any intern: excessively short skirts or dresses or tight clothing, jeans, sweatpants, sweatshirts, flip-flops, shorts, t-shirts, tank tops, ripped or torn clothing, exposed undergarments, and tops that expose the midriff. Interns with any questions regarding their attire should speak with their supervisor or the Director of Human Resources.
- **Code of conduct:** All interns are expected to conduct themselves appropriately while at work and on tours. Although this program is designed to be an educational and fun experience, interns are ultimately here to assist staff by performing many of the tasks essential to the Office. An intern who fails to conduct himself/herself appropriately may be subject to disciplinary action up to and including dismissal from our intern program.
- **Calendar of Events:** Interns are expected to attend all intern tours and lectures. Reminders will be communicated via e-mail.

OFFICE OF THE SECRETARY OF THE SENATE

INTERNSHIP APPLICATION

PERSONAL INFORMATION

Full Name	Last	First	MI
Are you a U.S. Citizen? [Requested pursuant to Pub. L. 115-31 § 704 (May 5, 2017)]		<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No

Referred to program by:

☐ Senate Employee (Name)
☐ Other (Relationship)

Intern information and selection notification should be sent to my: ☐ Home address ☐ School address

Home Address:	Telephone Information:
	Cell:
	Home:
	Daytime:
School Address:	E-mail address:
	Personal E-mail:
	School E-mail:

ACADEMIC INFORMATION

Name of College:		Expected Graduation Date:		GPA**	
University level as of <u>June 1, 2019</u> *you must have completed one semester of undergraduate/graduate studies.	UNDERGRADUATE*	GRADUATE*		Major	
	<input type="checkbox"/> Freshman <input type="checkbox"/> Rising Sophomore <input type="checkbox"/> Rising Junior <input type="checkbox"/> Rising Senior	<input type="checkbox"/> Graduate School Graduation Date:			
		<input type="checkbox"/> Law School Graduation Date:		Minor	

** GPA may be considered during the application review process.

COMMUNITY AND ACADEMIC HONORS

SKILLS

Training, skills, computer proficiency (include software), which may be applicable to working in the Secretary of the Senate

EMPLOYMENT HISTORY *(Includes paid, volunteer, and intern positions)***Current/Previous Employer****From****To****Duties:****Previous Employer****From****To****Duties:****OTHER INFORMATION**

Have you ever been convicted of, or are you now under charges for, any misdemeanor or felony offense? (This includes pending charges.) You should include convictions resulting from a plea of nolo contendere (no contest) but should exclude (a) traffic fines of \$100 or less; (b) any conviction set aside under the Federal Youth Corrections Act or similar state law; and (c) any conviction whose record was expunged under federal or state law. A "yes" will not necessarily disqualify you from employment.

☐ Yes ☐ No

If YES, please explain:

Statement of Equal Employment Policy

The Office of the Secretary of the Senate is an equal employment opportunity employer in accordance with the requirements of Senate rules and regulations and applicable federal laws. I HEREBY CERTIFY that all of the information on this application and other supporting documentation is correct and complete, and I recognize that it is subject to check. Furthermore, I understand that any falsification or omission of any information may be grounds for not employing me or for dismissing me.

I understand that the Office of the Secretary of the Senate reserves the right to conduct a background check, which may include a reference check, searches conducted on the Internet, and/or a criminal background check, and that my internship is contingent on the results of that background check. I **consent** to such a background check and to the release of information about my ability and fitness for an internship with the Office of the Secretary of the Senate by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Office of the Secretary of the Senate. I understand that for some sources of information a separate specific release may be needed and I may be contacted for such a release at a later date.

In consideration of my internship, I agree to conform to the rules and regulations of the Office of the Secretary of the Senate. My internship may be terminated with or without cause and with or without notice, at any time, at the option of either my employer or me. I understand that no representative of the Office of the Secretary of the Senate, except the Secretary or Assistant Secretary, has any authority to enter into any agreement of employment for any specific period or to make any agreement contrary to the foregoing. Any such agreement between the Secretary or Assistant Secretary and me must be in writing.

☐ I have read and I understand the above statement.

Participation In E-Verify Program

The law requires the Office of the Secretary of the Senate to comply with the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). If you are hired by our Office, the Office will verify with the DHS and the SSA that you are eligible for employment in the United

☐ I have read and I understand the above statement.

VETERANS' PREFERENCE

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Individuals who are entitled to a veterans' preference under the VEOA and who want the Office to consider that preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability that the Office obtains, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the Congressional Accountability Act of 1995, 2 U.S.C. § 1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the applicant may be ruled ineligible for a veterans' preference.

Are you self-identifying as veterans' preference eligible under the VEOA? ☐ Yes ☐ No

Individuals who self-identify as being entitled to a veterans' preference must complete an Application for Veterans' Preference and must submit applicable documentation. You may obtain a copy of the Application for Veterans' Preference by contacting the Human Resources Department at 202-224-3625. A copy of the Office of the Secretary of the Senate's Veterans' Preference in Appointments policy may be obtained by submitting a written request to vets@sec.senate.gov.

Signature

Date