

# Office of Congressman Joaquin Castro

## INTERNSHIP APPLICATION FORM

The Office of Congressman Joaquin Castro is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, military status, age, or any other basis prohibited by applicable federal law.

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume. Please refer to the job announcement to determine if additional application items, such as a writing sample, are required. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Name(s) of Internship(s) Applied For:

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Name: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

School Telephone Number: \_\_\_\_\_ Permanent Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you requesting that your college grant you credit hours for your internship? \_\_\_\_\_

Advisor's name and contact information: \_\_\_\_\_

Dates available to perform internship: \_\_\_\_\_

**Education**

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/DATE	MAJOR
High School	_____	_____	_____
College	_____	_____	_____

Scholastic Honors and/or Licenses: \_\_\_\_\_

\_\_\_\_\_

**Employment History** *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_

Publications and Articles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Community/professional organizations, honors and awards: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activities relevant to the internship(s) for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why do you want to intern in the Office of Congressman Joaquin Castro? \_\_\_\_\_

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List specific issues and areas of interest to you: \_\_\_\_\_

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Are you legally eligible to work in the U.S.? \_\_\_\_\_

Have you ever been convicted of any crime or dishonorably discharged from military service?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please explain below giving date, charge, disposition and any other details that you feel are appropriate. **Please note that a conviction record or dishonorable discharge will not necessarily be a bar to employment. All relevant factors such as seriousness/nature of the infraction, date of the conviction and rehabilitation will be considered.** (Finalists will be required to submit to a criminal history background check before being selected for an internship). \_\_\_\_\_

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Have you ever been discharged from any position for misconduct or unsatisfactory service?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please explain. \_\_\_\_\_

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**AUTHORIZATION AND RELEASE**

I UNDERSTAND THAT THE OFFICE OF CONGRESSMAN JOAQUIN CASTRO MAY MAKE A THOROUGH INVESTIGATION OF MY ENTIRE WORK AND PERSONAL HISTORY AND MAY VERIFY ALL DATA GIVEN IN MY APPLICATION FOR EMPLOYMENT, RELATED PAPERS, OR ORAL INTERVIEWS. I AUTHORIZE SUCH INVESTIGATION AND THE GIVING AND RECEIVING OF ANY INFORMATION REQUESTED BY THE OFFICE OF CONGRESSMAN JOAQUIN CASTRO. I ALSO RELEASE FROM LIABILITY ANY PERSON GIVING OR RECEIVING SUCH INFORMATION.

I HAVE READ AND UNDERSTAND THE ABOVE AUTHORIZATION AND RELEASE.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION AND AGREEMENT**

I CERTIFY THAT ALL OF THE STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT A FALSE OR INCOMPLETE ANSWER MAY PRECLUDE AN INTERNSHIP OFFER, MAY RESULT IN WITHDRAWAL OF AN INTERNSHIP OFFER OR CAUSE IMMEDIATE DISMISSAL FROM MY INTERNSHIP. I AM AWARE THAT, AS A CONDITION OF EMPLOYMENT, IF EMPLOYMENT IS OFFERED, I MUST BE AUTHORIZED TO WORK IN THE U.S. AND DEMONSTRATE THAT AUTHORIZATION AS REQUIRED BY THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE ABOVE.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERNSHIP PROGRAM INFORMATION

The Office of Congressman Joaquin Castro offers internships at its Washington, D.C. and San Antonio, Texas offices. The internship program is designed to provide students with an opportunity to learn about the legislative process and/or constituents services.

**Internship Positions Available:** In the Washington DC office, interns' responsibilities will vary. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

In the San Antonio office, interns may be asked to do a variety of things, including day-to-day office work such as answering phones, writing letters and assisting with research. In addition, interns may be assigned to assist with constituent casework or work on district-based projects of importance.

**Eligibility:** A candidate must be a graduate student or an undergraduate student.

**General Information:** Interns are expected to work between 20 and 40 hours a week during an 8 to 12 week internship period. Internships are offered during the fall, spring or summer semesters. Although all internships are unpaid, students gain invaluable work experience. The hours are flexible to accommodate students' hectic course schedules, but generally run from 9:00 a.m. to 6:00 p.m. Interns may receive academic credit if an agreement is made between the Office of Congressman Joaquin Castro and the intern's college or university. All interns are subject to applicable rules of the U.S. House of Representatives, including the Code of Official Conduct, and the policies and procedures of the Office of Congressman Joaquin Castro.

**Application Procedures:** Candidates must complete an application form and submit it with their cover letter and resume. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

**Application Deadlines:** Summer program: applications must be postmarked by April 1<sup>st</sup>  
Fall program: applications must be postmarked by August 1<sup>st</sup> Winter/Spring  
program: applications must be postmarked by December 3<sup>rd</sup>

**Email Applications to:** TX20Resume@gmail.com

<b>or Fax Applications to:</b>	<i>Washington, D.C. Office:</i>	<i>San Antonio District Office:</i>
	Office of Rep. Joaquin Castro	Office of Rep. Joaquin Castro
	c/o Intern Coordinator	c/o Intern Coordinator
	1221 Longworth HOB	727 E. Cesar E. Chavez Blvd
	Washington, D.C. 20515-4320	San Antonio, TX 78206
	Fax: 202-225-1915	Fax: 210-979-0737

**Where to Go for more Information:** <http://castro.house.gov/>  
D.C. Office: 202-225-3236  
San Antonio District Office: 210-348-8216

*The Office of Congressman Joaquin Castro is an Equal Opportunity Employer.*