



UNIVERSITY OF ILLINOIS SPRINGFIELD

# Illinois Legislative Staff Intern Program

APPLICATION DEADLINE: MARCH 1

Name \_\_\_\_\_  
last first middle initial

Current Mailing Address \_\_\_\_\_  
street apartment

city state zipcode

Home Mailing Address \_\_\_\_\_  
street apartment

city state zipcode

**APPLICATION CHECKLIST**

- Résumé
- Essays
- Transcripts
- References
- Other Documents
- Writing Sample (LRU only)

Check preferred number:

Current Phone ( \_\_\_\_ ) \_\_\_\_\_  Home Phone ( \_\_\_\_ ) \_\_\_\_\_  Cell Phone ( \_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_

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

INSTITUTION	MAJOR & MINOR FIELDS	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	ADDRESS

Staff(s) you want to work on (check any or all):  Partisan  Legis. Research Unit general  Legis. Research Unit 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 preferred GPA of 3.0 (on a scale of 4.0) for partisan legislative staff internships and a minimum GPA of 3.0 (on a scale of 4.0) for the 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 you 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 1.5 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 at Springfield to substantiate statements I have made on this application.

\*Name/Signature \_\_\_\_\_ Date \_\_\_\_\_

\*To submit this application online, your electronic signature must be verified using some other form of identification, your driver's license or your social security number/equivalent if not a U.S. Citizen. If providing an equivalent, please indicate the name of the document provided along with the number.

Driver's License \_\_\_\_\_ State \_\_\_\_\_

Social Security Number/Equivalent for non-U.S. Citizen \_\_\_\_\_

# 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 a science researcher and three (3) for general researchers. 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 below.
2. To be eligible, an applicant must receive an undergraduate degree before starting the internship. The internship runs from August 16 to June 30.
3. The grade average preferred of applicants for the partisan staff positions is 3.00 on a scale of A=4.00. The minimum grade average required of applicants for the Legislative Research Unit positions is 3.00 on a scale of A=4.00.
4. To apply, complete the online application form at <http://ilsip.uis.edu>, and upload documents or fill out the attached application form and return it along with the required documents.
5. All applicants (partisan and LRU) must complete an essay, single-spaced and typewritten, divided into four (4) sections and about 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. You must arrange to have all your official college transcripts sent directly to the program address.
7. You must give the enclosed recommendation request forms to three people who know you personally or professionally. Please have them send their letters directly to the address given. At least two references should be from people who can evaluate your academic work.
8. The deadline for application is **March 1**. All materials must be postmarked no later than the deadline. Late materials will be accepted to the extent positions are still 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 schedule. If you are selected for an interview, you will be notified. 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.

**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 would be a good choice. Please note this sample is **in addition to** the application materials listed above and must also be received by **March 1**.

The online application is available at <http://ilsip.uis.edu>. If you are not able to complete the online application, the attached application may be mailed, faxed, or emailed.

All 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](mailto:bvand1@uis.edu)  
Web site <http://ilsip.uis.edu>

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The Illinois Legislative Staff Intern Program is administered by the  
University of Illinois Springfield for the Illinois Legislative Research Unit.