

APPLICATION

House of Representatives Legislative Intern Program

Length of Internship: October 1, 2010 - May 13, 2011

The Legislative Intern Program provides college graduates and graduate students with training in the legislative process and public policy making. Participants are assigned to House Councils, Committees, and, on a limited basis, leadership offices under the guidance of senior House staff. Assigned tasks may include research, bill drafting and analysis, oversight investigations, and other tasks relating to policy areas.

Rate of Pay / Hours of Work:

Rate of pay is \$13.00 per hour. Work must be performed during regular business hours. During the months of October through January, participants work 20 hours per week; during the Legislative Session (February through May) participants may work up to 30 hours per week to assist with the demanding workload.

Tuition Benefit:

Participants will receive payment of up to 18 hours of graduate tuition at State of Florida in-state rates.

Eligibility Requirements:

Applicants for the Intern Program must be a Florida resident or be enrolled in a Florida school at the time of application. Applicants must have received their bachelor's degree prior to beginning the internship. In accordance with American Bar Association rules, schedules for first-year law students prohibit them from participating in the Intern Program. Immediate family of members presently serving in the House of Representatives are not eligible for the program.

To be considered for the Intern Program, submit the application and all required materials to:

Legislative Intern Program
Florida House of Representatives
1201 The Capitol
402 S. Monroe Street
Tallahassee, FL 32399-1300
(850) 487-2290
email: beverly.broussard@myfloridahouse.gov

GENERAL DIRECTIONS FOR APPLICATION

Application

Complete one Florida Legislature Employment Application form and application addendum. Type or print legibly in black ink.

Transcripts

Submit one copy of cumulative transcripts (graduate and undergraduate). Photocopies may be submitted.

Test Scores

Attach a copy of Law School Admission Test (LSAT) score, Graduate Record Examination (GRE) score(s) or Graduate Management Admission Test (GMAT) score, if taken, to the application. These scores may be photocopied and do not have to be sent from the Educational Testing Service. Graduate exam scores are not required to apply for an internship.

Faculty/Employer Recommendations

Recommendations are required from two faculty members and one employer (if currently or previously employed) familiar with applicant's work and ability. Faculty/employers may attach an additional letter of recommendation to the appropriate forms, if desired. Completed recommendation forms should be received in the Legislative Intern Office by May 21, 2010. It is the applicant's responsibility to see that these forms are submitted by the deadline.

Writing Sample

Submit a brief writing sample on the following topic:

Why did you choose to pursue your present course of study? What are your plans following graduation? What is your perception of the Florida Legislature? Why are you applying for a House Legislative Internship? How will serving in the Intern Program contribute to your personal and career goals?

The writing sample must be written by the applicant and must not be edited by any other person. It must be typed or handwritten in black ink.

Deadline for Application - May 21, 2010