OFFICE OF SENATOR LISA MURKOWSKI
2019 HIGH SCHOOL INTERN APPLICATION

Senator Lisa Murkowski
522 Hart Senate Office Building
Washington, D.C. 20510-0203
(202) 224-6665
(202) 224-5301 – FAX

OVERVIEW

Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to spend four weeks in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select a total of twenty students from all areas of Alaska to participate in two, four-week sessions.

Two Intern Coordinators supervise the program and coordinate various planned events in and out of the office. Interns will live in a dormitory room and are encouraged to explore Washington D.C. on their own time. We expect a significant level of maturity and professional responsibility from all of our interns. Please be aware that we have a zero tolerance policy for alcohol and drug use.

WHO MAY APPLY

Senator Murkowski's intern program is open to Alaskan high school students who have completed their senior year.

QUALIFICATIONS

We are looking for independent and mature applicants who will take the initiative to make the most of their opportunity in Washington, D.C.

WHEN

There are two sessions, lasting four weeks each. The first session runs from **June 3 – June 28, 2019,** and the second session runs from **July 8 – August 2, 2019**. You should designate which session you would prefer to attend on the application. You may participate in one session only and no additional internships while in Washington, DC.

ACTIVITIES

Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for all interns.

Office activities include assisting the staff with daily assignments, attending hearings and committee business meetings, and accompanying Senator Murkowski and her staff during their daily routine.

Interns will have the opportunity to attend a number of committee hearings, educational tours and local events. Past events have included visits to the White House, The National Zoo, Smithsonian Museums, monuments and many more.

EXPENSES

The interns will be housed in double rooms with kitchenettes in The Congressional, a property of Washington Student Intern Housing (WISH). The Intern Coordinators will make room selections and assign roommates among the ten interns for each session. Interns are responsible for providing their own bedding, including towels, sheets, pillows, and comforters. However, most furniture and dishes including pots, pans, plates, and cutlery are provided.

Interns are responsible for the cost of housing. Housing will cost $1550.00 per intern for the session, payable by the interns before their arrival. While the housing is costly, the location of WISH and the kitchenettes lowers the daily expenses for the interns considerably.

Interns will be required to pay for transportation to and from Washington D.C. Travel plans will be coordinated with Senator Murkowski's office.

A Metro DC subway card will be provided by the office to use for official tours/events. However, WISH housing is two blocks away from the Hart Senate Office so interns will walk to work. Transportation including but not limited to: Amtrak, Uber, Lyft, bike rentals, bus tickets, etc. will be the responsibility of the intern. Interns can plan on spending approximately $25/day on food. However, interns can significantly lower the cost of food by purchasing groceries and using the kitchenettes in their rooms.

SALARY

Interns will be paid a stipend of $1,375 per two week period, for a total stipend of approximately $2,750 for the full session. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes.

The stipend is paid out of the office budget and will help defray costs incurred from housing and air travel. However, interns must come financially prepared for their daily expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely on their paychecks.

ELIGIBILITY

All interns are considered employees of the U.S. Senate and will be issued appropriate identification. In order to be eligible for employment by the U.S. Senate you must:

1. be a United States citizen; or
2. be lawfully admitted for permanent residence and is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Original government issued identification will be required upon hiring, such as U.S. Passport, Social Security Card, or Driver's License. No copies will be accepted per law. If you are not a U.S. citizen please contact Senator Murkowski's Washington D.C. office to verify your eligibility.

HOW TO APPLY

The attached application must be received by 11:59p.m. AKST on Friday, **March 15, 2019**. Online or faxed applications are preferred, due to the extensive mailing process in the U.S. Senate. Any applications submitted past the deadline will not be considered.

Senator Lisa Murkowski
Attn: Intern Coordinator
522 Hart Senate Office Building
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Applicants will be notified of selection in mid-April. Additional applications or information can be obtained from www.murkowski.senate.gov, or by calling Senator Murkowski's Washington, D.C. office at (202) 224-6665 (Attn: Intern Coordinator, Krystal Edens).

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The first session is from **June 3 to June 28** and the second session is **July 8 to August 2.**
Session applying for (select only one): 1st Session □ 2nd Session □ Either □

Personal Information

Name (last, first, middle)

Social Security Number Date of Birth

Place of Birth Years lived in Alaska

Street Address Gender:

City State Zip Code

Mailing Address (If different)

City State Zip Code

Home phone ( ) Cell phone ( )

Email

Mother's Name Work/cell phone ( )

Father's Name Work/cell phone ( )

Emergency Contact (if different): _____

Education

High School

Address

GPA Graduation date

Extracurricular Activities

Honors or Awards

Special Skills

Post High School Plans and Intended Course of Study

Employment History

Please begin with most recent employer

1. Employer Dates of employment

Address

City State Zip code

Title/Duties

2. Employer Dates of employment

Address

City State Zip code

Title/Duties

Recommendations

Please include one letter of recommendation. This can be submitted *with* the application, or faxed/emailed separately.

References

Please list two references who have known you at least two years.

1. Reference

Work phone ( ) Home phone ( )

Email

Relationship

2. Reference

Work phone ( ) Home phone ( )

Email

Relationship

Essay Questions

On an additional sheet of paper, please answer the following two essay questions. Each response should be limited to no more than 300 words.

Why do you want to be an intern in the Office of Senator Lisa Murkowski?
In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this internship? What do I think I can contribute to the Senator's office?

What person or event has most inspired you in your life, and why?
In responding to this question please explain why you chose this individual or event and what influence it may have had on your life.

Consent

The information given above is complete and accurate to the best of my knowledge:

Applicant's signature Date

For parents/guardians of intern applicants:

I have read the attached information and I grant permission for_____

_____to participate in the program if accepted.

Parent or Guardian's signature Date

Applications must be received by 11:59p.m. AKST on March 15, 2019.
Online or faxed applications are preferred.

Send completed applications to:

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Washington, D.C. 20510-0203

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Please Note: Mail security screenings have significantly slowed our mail delivery. Applications received late will not be considered.