

OKLAHOMA HOUSE OF REPRESENTATIVES

Legislative Intern Program Application



Last Name First Name MI

Mailing Address

City State Zip

Day Phone () Evening Phone ()

Birth Date SS# - -

Must be at least 16 to apply

Are you attending (Please Circle):

High School College

Have you ever applied for an Legislative Intern position before? Yes No

Have you ever been convicted of any offenses other than minor traffic violations?

Yes No

If Yes, Please Explain (Attach Separate Sheet if Necessary):

OKLAHOMA HOUSE OF REPRESENTATIVES

State Capitol Building Oklahoma City, OK 73105 Attn: Speaker of the House Phone: (405) 557-7353

Convictions are not an absolute bar to participation in the program, but will be considered in accordance with the duties of the Legislative Intern Program.

Please submit a letter of recommendation from an unrelated adult who has known you at least four (4) years.

I certify, subject to penalties provided by law, that all information given by me in regard to application for the Legislative Intern Program is complete and correct to the best of my knowledge and belief. I authorize the Oklahoma House to make contacts necessary to verify the information or to seek further information. I have read the House Rules Regarding Legislative Internships and agree to abide by them.

Signed Intern Date

Signed Representative Date

1. Please list below your areas of legislative interest :

Please indicate your partisan preference, if any:

_____ Republican _____ Democrat _____ Independent

2. Please rank the following choice of offices in which you may work from 1 to 3, with 1 being your most preferred and 3 being your least preferred.

_____ **Research Division**
_____ **Media Division**
_____ **Representative's Office**

3. Preferred start date: _____

Preferred end date: _____

4. Days of the week and times you are available to work:

5. Please provide the following:

_____ **Letter from professor or program confirming you will receive academic credit for the internship**
_____ **Letter from sponsoring Representative**
_____ **Current resume**
_____ **Letter of reference from an unrelated adult who has known you for at least the previous four years**
_____ **Completed Application (first page of the packet)**
_____ **Executed confidentiality agreement (attached)**
_____ **Executed liability waiver (attached)**
_____ **Executed Medical Statement (attached)**

HOUSE RULES REGARDING LEGISLATIVE INTERNSHIPS

Believing that civil government will be improved as we invest in its future leaders, Speaker Hiatt has approved the following guidelines to encourage the orderly placement and mutually beneficial governance of interns.

1. A Representative must demonstrate that he or she will be a positive role model in order to receive the Speaker's approval to host an intern. A host is an intern's assigned supervisor.
2. Legislative interns (Interns) are not meant to replace the Legislative Assistant of the Representative.
3. In order to make each intern's experience as effective as possible, Representatives should not host more than one intern simultaneously.
4. Prospective interns must submit an application for legislative internship and a current resume to the office of the Speaker. Applications must be accompanied by a letter of reference from an unrelated adult who has known the applicant for the preceding four years, as well as a letter from a House member offering to sponsor the prospective intern.
5. Applications and accompanying documents become the property of the House, and shall not be returned to the applicants. Said property shall not become a matter of public record, and shall not be available to any Representatives or staff except as specifically authorized by the Speaker.
6. All interns serve at the pleasure of the Speaker and can be dismissed or re-assigned at the discretion of the Speaker.
7. Interns shall be over sixteen (16) years of age.
8. To prevent the potential of conflict of interest/schedule, no person employed by the State of Oklahoma can at the same time serve as an intern.
9. Interns may only work for the Representative to whom they are assigned.
10. Interns shall remain under the direction of the office to which they are assigned, fulfilling office duties for their hosts, during their tenure at the Capitol.
11. Interns may use the office and computer equipment and supplies in the offices to which they are assigned, but only for legislative purposes, and may not alter the equipment or software in any way.
12. Interns are authorized to be in the Capitol as an intern from the hours of 8:00 a.m. until 5:00 p.m., Monday through Friday, or until session adjourns for the day,

whichever is later.

13. All legislative internships shall terminate on the last day of the session in which they commenced.
14. Interns shall be responsible for providing their own transportation to and from the Capitol.
15. Interns will not receive assigned parking spaces.
16. Representatives may not send an intern off of Capitol Grounds to perform official duties.
17. No intern shall be allowed to operate any State-owned vehicle.
18. No intern shall be granted the privileges of the floor.
19. Interns shall not fraternize with House pages.
20. Interns shall not receive compensation, reimbursements, or tangible benefits for their participation in the program.
21. Interns shall not receive business cards from the House.
22. The House Legislative Internship Program does not guarantee academic credit to interns for their participation in the program.
23. Interns shall be subject to the same requirements as House employees regarding decorum, dress, phone etiquette, use of State property, sexual harassment, drug & alcohol use, and prohibitions against political activities while at the Capitol.
24. Representatives and interns shall read and agree to abide with these rules prior to commencing the internship.