



Oklahoma House of Representatives LEGISLATIVE INTERNSHIP PROGRAM

APPLICATION

Last Name _____ First Name _____ MI _____

Mailing Address _____

City _____ State _____ Zip _____

Day Phone _____ Cell/Evening Phone _____

Birthdate _____ SS# (only last 4 digits) _____

Note: Must be at least 18 to apply

Are you attending (Please Check):

Law School Graduate School College Other

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
2300 N. Lincoln Blvd., Rm 112
Oklahoma City, OK 73105
Attn: MAGGI JO BEDFORD
Phone: 405-962-7661
Email: intern.coordinator@okhouse.gov

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.

I understand and acknowledge that background checks may be conducted.

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 by Applicant _____ 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.

_____ Committee Staff: Research, Legal and Fiscal Divisions
_____ Office of the Chief Clerk
_____ Media Division
_____ Representative's Office
_____ Other: _____

Preferred start date: _____

3. Preferred end date: _____

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

Monday: from _____ to _____
Tuesday: from _____ to _____
Wednesday: from _____ to _____
Thursday: from _____ to _____
Friday: from _____ to _____

Approximately how many hours per week are you available? _____

5. Please provide the following:

- Letter from professor or program confirming you will receive credit for the internship
- Letter from sponsoring Representative, if student wishes to be assigned to specific office
- Current resume
- Letter of reference from an unrelated adult who has known you for at least the previous 4 years
- Completed application
- Executed confidentiality agreement
- Executed liability waiver
- Executed medical statement
- Executed travel authorization form if under 18

HOUSE LEGISLATIVE INTERNSHIP GUIDELINES

Internship is an opportunity for students to enhance their learning through practical application. To maximize the experience certain conditions must be met. Below is a list of guidelines the Oklahoma House of Representatives has established to insure the best possible learning environment.

1. Interns are assigned to a specific office. Offices seeking to host an intern should contact the internship coordinator, Maggi Jo Bedford. A potential host must have a demonstrated record as a role model and mentor. They must also demonstrate a work load need.
2. Prospective interns must submit an application for legislative internship including a current resume. 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 student into the program.
3. Applications and accompanying documents become the property of the House, and shall not be returned to the applicants. These documents shall remain confidential and not become a matter of public record.
4. Interns shall be over eighteen (18) years of age.
5. Interns must be enrolled for internship credit in an accredited academic institution or other program recognized by the House.
6. All interns serve at the pleasure of the Speaker and can be dismissed or re-assigned at the discretion of the Speaker.
7. In order to make each intern's experience as effective as possible, Representatives should not host more than one intern simultaneously.
8. 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.
9. Interns may only work for the Representative to whom they are assigned.
10. Legislative interns are not meant to replace the Legislative Assistant of the Representative.
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 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.
13. 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.

14. Interns shall be responsible for providing their own transportation to and from the Capitol.
15. Representatives may not send an intern off of Capitol Grounds to perform official duties.
16. No intern shall be allowed to operate any State-owned vehicle.
17. No intern shall be granted the privileges of the floor.
18. Interns shall not fraternize with House pages.
19. Interns shall not receive business cards from the House.
20. Interns shall not receive compensation, reimbursements, or tangible benefits for their participation in the program.
21. The House Legislative Internship Program does not guarantee academic credit to interns for their participation in the program.
22. Host Representatives and Interns shall read and agree to abide with these rules prior to commencing the internship.