

# **Congressman Cass Ballenger**

**North Carolina – 10th District**



## **Congressional Internship Application**

**OFFICE OF REP. CASS BALLENGER  
CONGRESSIONAL INTERNSHIP APPLICATION**

**General Internship Information**

The Office of Congressman Cass Ballenger offers several internships throughout the year. These are some of the more frequently asked questions about the program and responsibilities.

WHO CAN APPLY?

College students with Political Science majors, or those interested in government, are encouraged to apply.

WHAT KIND OF INTERNSHIPS ARE AVAILABLE?

Part-time and full-time internships are available throughout the year. Internships during the school year last a full semester. Summer internships are also available which last for one month. Course credit may be available through your school.

WHERE ARE INTERNSHIPS OFFERED?

Internships are available in both the Washington, DC and Hickory, NC offices.

WHAT ACTIVITIES DOES AN INTERN PERFORM?

Interns in the Washington office work closely with the professional staff on a variety of legislative projects and are also assigned some clerical tasks. Responsibilities include attending hearings, preparing legislative reports, researching specific issues and compiling information to respond to constituents inquiries, helping process tour and flag requests, handling incoming mail and data entry, giving visiting constituents tours of the Capitol, and performing general office duties.

Interns in the district office concentrate on researching constituent inquiries for information and helping to deal with federal agencies. Some clerical work is also expected.

WHERE DO INTERNS LIVE?

Several universities in the Washington area offer housing for interns during the summer. Rental apartments are also available in the surrounding area.

HOW DO INTERNS APPLY?

Interns are selected on the basis of a written application and personal interviews. Completed applications, a certified copy of your college transcript from all universities attended, and a resume should be submitted to:

**Representative Cass Ballenger**  
2182 Rayburn House Office Building  
Washington, DC 20515  
Phone: (202) 225-2576

**APPLICATION FOR CONGRESSIONAL INTERNSHIP**

*(Please type or neatly print)*

DATE \_\_\_\_\_

**PERSONAL INFORMATION**

FULL NAME \_\_\_\_\_  
Last First Middle

IS THERE A NICKNAME YOU PREFER? \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm /dd /yy)

SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

FULL NAMES OF BOTH PARENTS/GUARDIAN(S): \_\_\_\_\_

**SCHOOL ADDRESS**

INSTITUTION \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

AFTER THIS DATE, USE PERMANENT ADDRESS: \_\_\_\_\_

**PERMANENT ADDRESS**

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

LENGTH OF RESIDENCE IN THE 10<sup>th</sup> DISTRICT \_\_\_\_\_

COUNTY \_\_\_\_\_

**EDUCATION**

**HIGH SCHOOL** \_\_\_\_\_  
*Name and Location*

GRADUATION DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ GRADE POINT AVERAGE: \_\_\_\_\_

**COLLEGE/UNIVERSITY** \_\_\_\_\_  
*Name and Location*

DATES OF ATTENDANCE \_\_\_\_\_

INTENDED DATE OF GRADUATION \_\_\_\_\_  
*Month and Year*

MAJOR(S): \_\_\_\_\_

MINOR(S): \_\_\_\_\_

GRADE POINT AVERAGE: \_\_\_\_\_

PREVIOUS COLLEGES/UNIVERSITIES \_\_\_\_\_  
*(if applicable)*

DATES OF ATTENDANCE \_\_\_\_\_

HONORS / AWARDS / SCHOLARSHIPS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

EXTRACURRICULAR ACTIVITIES AT SCHOOL (*Include offices held, special interest clubs, etc. Be sure to specify years of participation.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACHIEVEMENTS AND ACTIVITIES OTHER THAN SCHOOL (*Include scouts, civic organizations, church and volunteer activities.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHARACTER REFERENCES**

List three residents of the 10<sup>th</sup> District who know you well. Please include their mailing address. Letters of recommendation are not required but are encouraged and may be sent separately or along with this application.

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_

**WORK AND VOLUNTEER EXPERIENCE**

List your experience beginning with most recent position held. Include name of firm or organization, dates of employment, number of hours worked per week, job title and short description of duties. You may also submit a copy of resume along with this application.

**ORGANIZATION** \_\_\_\_\_  
*Name and Location*

DATES OF EMPLOYMENT: \_\_\_\_\_ TO: \_\_\_\_\_  
*Month and Year Month and Year*

HOURS PER WEEK \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SHORT DESCRIPTION OF DUTIES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ORGANIZATION** \_\_\_\_\_  
*Name and Location*

DATES OF EMPLOYMENT: \_\_\_\_\_ TO: \_\_\_\_\_  
*Month and Year Month and Year*

HOURS PER WEEK \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SHORT DESCRIPTION OF DUTIES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ORGANIZATION** \_\_\_\_\_  
*Name and Location*

DATES OF EMPLOYMENT: \_\_\_\_\_ TO: \_\_\_\_\_  
*Month and Year Month and Year*

HOURS PER WEEK \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SHORT DESCRIPTION OF DUTIES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE**

LIST YOUR OFFICE SKILLS AND COMPUTER EXPERIENCE:

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BRIEFLY DESCRIBE YOUR EMPLOYMENT EXPERIENCES OVER THE PAST TWO SUMMERS:

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LIST ANY ADDITIONAL OUTSIDE INTERETS AND EXTRACURRICULAR ACTIVITIES:

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**DATE AND LOCATION PREFERENCE**

DATES YOU WILL BE AVAILABLE TO SERVE YOUR INTERNSHIP:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

INDICATE THE OFFICE IN WHICH YOU WOULD PREFER TO WORK: (*Rank 1 and 2*)

WASHINGTON, DC \_\_\_\_\_ HICKORY, NC \_\_\_\_\_

**ADDITIONAL INFORMATION AND PERSONAL ESSAYS**

*(If necessary, use a separate sheet of paper)*

HOW DID YOU LEARN OF THIS INTERNSHIP PROGRAM?

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WHAT DO YOU EXPECT TO GAIN FROM A CONGRESSIONAL INTERNSHIP EXPERIENCE?

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IF APPLICABLE, PLEASE LIST ANY OTHER STATE / FEDERAL OFFICE OR AGENCY INTERNSHIPS THAT YOU HAVE COMPLETED:

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IN YOUR OPINION, WHAT SHOULD BE THE PRIMARY RESPONSIBILITIES OF AN INTERN IN A CONGRESSIONAL OFFICE?

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DESCRIBE YOUR POLITICAL EXPERIENCE AND/OR INTEREST IN POLITICS AND THE POLITICAL PROCESS. WHAT AREAS OF LEGISLATION ARE OF PARTICULAR INTEREST TO YOU?

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DO YOU THINK YOU COULD WORK EFFECTIVELY FOR A LEGISLATOR WHOSE POLITICAL VIEWS ARE DIFFERENT FROM YOUR OWN? EXPLAIN.

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WHAT IS THE STRONGEST CHARACTERISTIC YOU WOULD BRING TO THE OFFICE?

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WHAT IS YOUR WEAKEST TRAIT OR YOUR BIGGEST CHALLENGE?

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I certify that the above information is true and correct to the best of my knowledge.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_