This is the Application Form for the University of Melbourne Capitol-Washington Internship Program which runs for 8 weeks from Monday 4 February – Friday 26 February 2010.

**DUE DATE:** Monday 1 June 2009

**IMPORTANT:** Applications MUST arrive by the due date. There is NO extension of time.

**For credit in Political Science:** The completed Application with all documentation must be submitted to Dr Thomas Davis tdavis@unimelb.edu.au (Department of Political Science) both electronically and in hard copy on or before **Monday 1 June 2009**.

**For credit in Law (Legal Internship):** The completed Application with all documentation must be submitted to Tessa Dermody at tdermody@unimelb.edu.au (Faculty of Law) for review by Assoc Miranda Stewart. Send your application both electronically and in hard copy on or before **Monday 1 June 2009**.

All material will be forwarded by Dr Davis and Associate Professor Stewart to the Director of the Internship Program, Eric Federing, in Washington and ultimately to a congressional office in the event that a specific placement is proposed by the Director and accepted by the student. It is the congressional office that makes the final acceptance decision.

The Capitol-Washington Internship Program aims to provide work experience and employment training for students by placing them with a participating Congressional office or Committee in the US Congress, Washington DC. The goals of the Internship Program are to:

- enable students to develop high quality work place knowledge, skills and experience
- build students’ confidence in their own abilities
- assist students to clarify their career goals and expectations
- enhance the quality of the university experience for students
- enable students to develop contacts to assist their entry into employment
- allow students to gain overseas referees who can comment on their work skills
- give an advantage to students in gaining employment
- give Congressional participants access to students with an international perspective on American politics and law
- establish links between Congressional participants and the University of Melbourne
- provide Australia with a pool of graduates with a high level of insight into American politics, law and government.

For more information about the Internship and the list of US Congressional offices and committees that will be Placement Providers in 2010, see the separate *Uni-Capitol Washington Internship Program 2010 Guide* and the *Information Sheet for Law Students* or *Information Sheet for Politics Students* (whichever is relevant). Successful applicants may be eligible to apply for Melbourne University *Study Abroad* funding assistance. For more information about funding, see the separate *Information Sheets*. 
**1. Personal Details**

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<thead>
<tr>
<th>Student Number:</th>
<th>Date of Birth:</th>
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<tr>
<td>Family Name:</td>
<td>Given Names:</td>
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<td>Home Address:</td>
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<td>Postal Address:</td>
<td>Post code:</td>
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<td>Home Telephone:</td>
<td>Alternative Telephone:</td>
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<td>Email Address:</td>
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**EMERGENCY CONTACT**

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**2. Basic Statement**

Why do you wish to participate in the Program?

In no more than a single page, explain why you wish to participate in an Internship in the Capitol Washington Internship Program.

**3. Preferred Internship Positions**

From the list of Placement Participant offices, rank your preferences from first preference to fourth preference. Explain why you are interested in each Placement Provider you have selected, in no more than a single page for each Provider.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Internship Placement Provider</th>
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<tbody>
<tr>
<td>1</td>
<td>(Explanation Page attached)</td>
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<td>2</td>
<td>(Explanation Page attached)</td>
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<td>3</td>
<td>(Explanation Page attached)</td>
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<tr>
<td>4</td>
<td>(Explanation Page attached)</td>
</tr>
</tbody>
</table>

Every effort is made to place a successful Applicant in the Internship Placement of his or her choice, but there is a limit of one Intern for each Placement Provider.
4. Education

Degree Program(s):

Major(s) within your Degree:

Current Year of Study:  Expected Date of Completion:

Other Tertiary Studies:

5. Work Experience

<table>
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<tr>
<th>Dates</th>
<th>Employer Name</th>
<th>Type of Work / Duties</th>
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Please give details about relevant work experience here

6. Computing Knowledge

Mark “X” if you have experience in the following:

- [ ] Internet
- [ ] Desk Top Publishing
- [ ] SPSS
- [ ] Windows
- [ ] Databases
- [ ] Email
- [ ] Macintosh computer
- [ ] Web Publishing
- [ ] Excel

Comments/ Other (please explain)
7. Other Information

Please list other relevant experience, hobbies, memberships, prizes, scholarships, or achievements here.

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8. Personal Circumstances

Are there any personal circumstances that may prevent you from successfully undertaking any of your preferred Washington Internship positions (for example medical condition or injury, criminal conviction, academic disqualification)? (Please mark "X" in box).

[ ] Yes

[ ] No

If yes, please attach details in no more than one page, with any relevant documentation. This information will be treated as strictly confidential, and will be made known to Placement Providers only after consultation with you.

It is usual for Interns to share a room with other Interns in the accommodation organized by the Program. Are there any personal circumstances that may prevent you from sharing accommodation with other interns (for example medical condition or injury, criminal conviction, academic disqualification)? (Please mark "X" in box).

[ ] Yes

[ ] No

If you have any reason not to share a room, please attach details in no more than one page, with any relevant documentation. This information will be treated as strictly confidential, and will be held only by the Program Director, for use in planning accommodation and other arrangements.

*Melbourne University will not refer a student to a Washington Internship placement position if the University considers that the student may place the Placement Provider at risk or act against the interests of the Placement Provider.*

9. Supporting Material

As well as submitting this Application Form with attached Pages as required, all students applying for a place in the Washington Internship Program must provide:

1. Resumé including a transcript of your results

2. An example of written work of no more than (approximately) 2,000 words. For example, this might be an essay or assignment answer.

3. The signed Declaration on the Statement of Responsibilities (Page 6 of this Form).

4. Two letters of reference (see Section 10).
10. References

Include two letters supporting your application. Set out names of referees here.

<table>
<thead>
<tr>
<th>Employer Reference:</th>
<th>Character Reference:</th>
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<tbody>
<tr>
<td>Your connection with this individual</td>
<td>Your connection with this individual</td>
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<tr>
<td>Name</td>
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<td>Title</td>
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<td>Company</td>
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CHECKLIST

Please mark “X” in the following boxes to indicate that you have completed this Application.

- I have completed all Sections of this Application.
- I have attached ONE page in response to Section 2 and FOUR separate pages in response to Section 3 of this Application.
- I have set out any information regarding all personal circumstances which may prevent me from participating in the Washington Internship Program.
- I have read and understood the Statement of Responsibilities of Student Interns.
- I have signed the Declaration regarding the Responsibilities of Student Interns and living expenses associated with the Internship Program.
- I have attached a resumé and a transcript of my University results.
- I have attached an example of my written work.
- I have attached two letters of support by referees.
Important: A signed hard copy of this page MUST be included with your Application.

Responsibilities of Student Interns

1. Students, whilst engaged in a Washington Internship Placement, shall be bound by the rules, regulations, protocols and by-laws of the Placement Provider and Melbourne University.

2. Standards of dress and behaviour shall be observed and maintained appropriately in keeping with the nature and purpose of the Washington Internship Placement.

3. Students will work to fulfil the duties of Washington Internship Placements within stated times established with the Placement Provider.

4. Students will attend the Washington Internship Orientation Program training before being placed with the Placement Provider.

5. Students will respect the confidentiality of the Placement Provider. No reports in the form of oral, written, graphic or electronic information pertaining to the Placement Provider or its operations will be made available to any person or company without the consent in writing of the Placement Provider. If students wish to utilise information gained during the course of Washington Internship Placements after the completion of the placement, prior consent in writing must be obtained from the Placement Provider, and any material so produced must be approved by the Placement Provider before release.

6. Students will abide by any agreement made between the parties, and will not undertake any independent negotiations with the Placement Provider.

7. Students will perform all reasonable requirements of the Placement Provider, and meet all statutory requirements and workplace codes of practice.

8. Students will be responsible for their own travel, accommodation and living expenses whilst in Washington.

9. Students will act with appropriate respect and social maturity in the provided accommodation. No overnight guests will be permitted in the accommodation at which the Washington Internship Program students are residing without the consent of all students involved. Even then, no guest will be permitted to stay more than one night.

10. Students will be responsible for the payment of their share of the apartment rent when required by the Program Director.

Declaration

To the best of my knowledge any information that I have provided on this form is true and correct. I am an Australian citizen. I have read the Responsibilities of Interns and agree to the general conditions outlined in those Responsibilities. If any liability shall arise to Melbourne University as a result of my providing false or misleading information, I agree to indemnify Melbourne University for any such liability.

I can afford the cost of travel, accommodation and living expenses for the duration of the eight weeks Internship Program.

Signed: ____________________________ Date: ____________________________