



Office of Governor Tim Walz &
Lt. Governor Peggy Flanagan

Internship Application Form

Notice of Intent to Collect Private Information

In this application process you are being asked to provide information that is classified as private under the Minnesota Government Data Practices Act. The Governor's Office is collecting this information to assess candidates for the internship program. You are not legally required to provide the information and may refuse to do so. If you choose not to provide the requested information, your application process may be delayed or denied because of a lack of information. If you choose to provide the information requested, staff in the Governor's Office in the Internship Program, Human Resources, and others involved in the internship selection process may view your private information when reviewing your application. The information may also be shared upon court order or provided to the state or legislative auditor upon request. The following information you are requested to provide as an applicant is classified as public: veteran status, rank on eligibility list, job history, education and training, and work availability. If you are selected for an interview, your name also becomes public.

Equal Opportunity

The Office of Governor Tim Walz and Lt. Governor Peggy Flanagan is committed to a policy of equal employment opportunity. It is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. The Governor's Office will not tolerate any unlawful discrimination and any such conduct is prohibited.

Personal Information

Last Name:

First Name:

Home Address:

Email Address:

Phone Number:

Department Rankings

Please choose the top 3 departments you are interested in interning with below.

What department is your **first choice** (check box or highlight):

- ☐ Boards and Commissions
- ☐ Communications
- ☐ Executive Operations
- ☐ Legislative Affairs (Policy)
- ☐ Public Engagement
- ☐ Tribal State Relations
- ☐ Office of Equity, Opportunity, and Accessibility

What department is your **second choice** (check box or highlight):

- ☐ Boards and Commissions
- ☐ Communications
- ☐ Executive Operations
- ☐ Legislative Affairs (Policy)
- ☐ Public Engagement
- ☐ Tribal State Relations
- ☐ Office of Equity, Opportunity, and Accessibility

What department is your **third choice** (check box or highlight):

- ☐ Boards and Commissions
- ☐ Communications
- ☐ Executive Operations
- ☐ Legislative Affairs (Policy)
- ☐ Public Engagement
- ☐ Tribal State Relations
- ☐ Office of Equity, Opportunity, and Accessibility

Education

High School Graduation Year:

High School GPA:

University Name:

University Graduation Term (ex: Spring 2025):

University GPA:

Major/Minor:

Scheduling

Interns are required to work a minimum of 12 hours a week and may work up to 30 hours a week.

Earliest available start date:

What hours are you available on **Mondays** (type N/A if not available):

What hours are you available on **Tuesdays** (type N/A if not available):

What hours are you available on **Wednesdays** (type N/A if not available):

What hours are you available on **Thursdays** (type N/A if not available):

What hours are you available on **Fridays** (type N/A if not available):

Credit for Internship

Will credit be earned for this internship? (Highlight your answer)

Yes

No

If **“yes”** please provide the name and contact information of your internship advisor:

If **“yes”** how many credits will the internship be for?

If **“yes”** what is the name of the course you will be getting credit for?

What's Next?

Please submit this form, your resume, cover letter, and writing sample to gov.internships@state.mn.us by the application deadline. Please visit <https://mn.gov/governor/connect/careers-internships/> to review the requirements for these materials. Use the following subject line format when you send in your application documents: *last name, first initial_internship term and year_Internship Application*.

For example: Scovil,J_Spring24_Internship Application

You may also submit materials by mail to the following mailing address:

Attn: Internship Coordinator 75 Rev Dr. Martin Luther King Jr. Blvd, Suite 130, Saint Paul, MN 55155.

Please note that mailed applications, must be received by the application deadline. Questions or requests for reasonable accommodations for the internship application process can be directed via email to gov.internships@state.mn.us.