



Office of Governor Walz & Lt. Governor Flanagan

INTERNSHIP APPLICATION

PERSONAL INFORMATION

First Name:

Last Name:

Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number:

EDUCATION

Name of School:

Street Address:

City:

State:

Zip Code:

Graduation Date:

G.P.A.

Major/Minor:



Office of Governor Walz & Lt. Governor Flanagan

Will college credit be earned through this internship? YES
If yes, please complete the following. NO

Internship Advisor:

Total Credits Earned:

Course Name:

Phone Number:

Please indicate which **three** departments you are most interested in by ranking them 1, 2, and 3 (with 1 being the most interested):

Public Engagement

Legislative Affairs

Communications

Scheduling

Legal

Judicial, Board, &
Commissions Appointments



Office of Governor Walz & Lt. Governor Flanagan

Please indicate which intern
class you are applying for:

Summer 2019
Fall 2019

Start Date:

Please indicate the hours you are available:

Monday

Tuesday

Wednesday

Thursday

Friday

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

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.



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APPLICATION MATERIALS:

- **Application Form:** The form must be saved to your computer, not opened in a browser, to enter and save text.
- **Cover Letter:** A one-page cover letter which outlines your interest in interning for the Walz-Flanagan Administration.
- **Resume:** A one-page resume that outlines your academic and work experience.
- **Writing Sample:** A writing sample that is no longer than four pages.

Please submit all application materials by **Monday, July 22, 2019** by email to gov.internships@state.mn.us or to:

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

Please note that mailed applications must be **received** by the July 22 deadline.

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.