



# OFFICE OF THE GOVERNOR

## INTERNSHIP APPLICATION

### Intern Information

Opportunities are on an unpaid basis only

<b>Full Name:</b>	Last	First	M.I.
<b>Address:</b>	Street Address		
	City	State	Zip Code
<b>Phone:</b>	<b>Email:</b>		

Have you ever worked for the Governor's Office?	YES	NO	If yes, When?		
Are you a citizen of the United States?	YES	NO	If no, are you authorized to work in the U.S.?	YES	NO
As an adult, have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge?	YES	NO	If your answer is "yes" explain in detail on a separate sheet of paper, giving dates and nature of the offense, the name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will.		

### Education

University:		Year:	
Major:		Minor:	

### Experience

Company:		Phone:	
		Email:	
Job Title:		Supervisor:	
Responsibilities: (Include dates of employment)			

Company:		Phone:	
		Email:	
Job Title:		Supervisor:	
Responsibilities: (Include dates of employment)			

Placement Request

Semester Preference:	Fall (Sept-Dec)	Spring (Jan- May)	Summer (Jun-Aug)
Positions within the Governor's Internship Program are up to 20 hours per week and scheduled Monday through Friday. Select your preferred schedule:	Mon – Fri 8 a.m. – 12 noon	Mon – Fri 1 p.m. – 5 p.m.	Other
Will you receive or do you plan on seeking class credit for participation in this program?	Yes	No	Total hours required for complete credit
Date you are available to begin work:			No. of hours you can commit to work each week:
Please list, in order of preference, the name of a program area in which you wish to be placed as an intern. Please note that this is merely a preference and that final placement decisions will be based on divisional workloads and agency staff priorities.  *Refer to gov.texas.gov for more information on division descriptions			

Skillset

Specific skill set areas include, but not limited to: research, analysis, planning, accounting, design, writing, leadership, management, and computer skills.	
Summarize why you would like to serve in the Texas Governor's Internship Program.	
How did you hear about the Texas Governor's Internship Program?	

*I understand that I am applying for an unpaid internship. I hereby certify that the information in this application, as well as the information on any attachment(s) to this form, are to the best of my knowledge true and correct, and are subject to public disclosure under the Public Information Act. I understand that any misstatement(s) or omission(s) as to these facts will constitute grounds for termination of my unpaid internship. I understand that all potential interns are required to pass an extensive background check. I will be required to provide personal information to obtain access if I am selected for an interview.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach a resume and cover letter to this application and email to: [internship@gov.texas.gov](mailto:internship@gov.texas.gov)  
Subject Line: Texas Governor Internship Applicant**

The Office of the Governor is an Equal Opportunity Employer