

## SENATOR MIKE FOLMER: 48<sup>th</sup> SENATORIAL DISTRICT OF PENNSYLVANIA

### *Internship Application*

#### Job Requirements

Applicants should:

- A.) Be legally eligible to work in the United States
- B.) Be residents of Pennsylvania, preferably within the 48<sup>th</sup> District
- C.) Have reliable transportation to the State Capital
- D.) Have familiarity with Microsoft Office software

#### Application Requirements

- A.) Complete a Criminal Background Check (CBC) authorization form and send it to my office for submission – the \$10 fee for the CBC is at the expense of the intern. The Senator cannot begin employment until cleared. Checks payable to the Pennsylvania State Police. (CBC form can be found at the end of the application).
- B.) Provide Current Résumé and 3 References
- C.) Complete all sections of the Application, including Essay Portion. Incomplete applications will not be evaluated.

#### Description of Duties

Interns in Senator Folmer's Harrisburg office are expected to work on numerous legislative projects with careful attention to detail, while simultaneously responding to situations that arise during the course of a daily legislative session. An Intern must be a self-starter: able to balance multiple projects while at the same time researching and discovering new opportunities for the Senator. Additionally, an Intern must be able to work productively as a member of a team. On session days, Interns will be asked to attend meetings, summarize committee hearings, and respond to constituent issues, among other various and often unscheduled duties. Interns will conduct background research on upcoming legislation as well as concerns of constituents within the 48<sup>th</sup> District. Interns will also be called upon to assist the Senator in outreach outside of Harrisburg in the 48<sup>th</sup> District itself. These duties include but are not limited to: organizing outreach events, assisting other staff members in meet-and-greet sessions, and crafting and disseminating materials within the District. Interns must have the flexibility to pursue several tasks simultaneously and the organizational skills to do these tasks well. In short, Interns should be prepared to complete many different assignments in a dynamic work environment. No day is the same.

#### Salary

Salary commensurate with experience and educational level

**APPLICANT INFORMATION**

<u>Name (Last, First, Middle)</u>	<u>Home/Cellular Telephone</u>
<u>Mailing Address</u>	<u>Business Telephone</u>
<u>City, State, Zip</u>	<u>Email Address</u>

**Work Preference (Check all that Apply)**

Year-Round  
 Session Only  
 Full-Time  
 Part-Time  
 Full-Time Seasonal (indicate time frame \_\_\_\_\_)  
 Part-Time Seasonal (indicate time frame \_\_\_\_\_)

<u>Education</u>						
Highest Grade Level Completed    GED ___    HS Diploma ___    Associate's ___    Bachelor's ___    Graduate ___						
School	Graduated?		City/State	Major/Minor	Degree Received	Yr. of Graduation
	Yes	No				
High School						
Community/Vocational						
College/University						
Graduate/Professional						

**Employment History**

*Please Begin with Your Most Recent Employer*

Employer:

From \_\_\_\_\_ to \_\_\_\_\_

Location:

Supervisor \_\_\_\_\_

Phone Number \_\_\_\_\_

Hours per week \_\_\_\_\_ Part-time() Full-Time() Volunteer()

Position Title:

Responsibilities:

Employer:

From \_\_\_\_\_ to \_\_\_\_\_

Location:

Supervisor \_\_\_\_\_

Phone Number \_\_\_\_\_

Hours per week \_\_\_\_\_ Part-time() Full-Time() Volunteer()

Position Title:

Responsibilities:

Employer:  
 From \_\_\_\_\_ to \_\_\_\_\_  
 Location: \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Hours per week \_\_\_\_\_ Part-time() Full-Time() Volunteer()  
 Position Title:  
 Responsibilities:

**References**

Name	Relationship	Phone Number



**PENNSYLVANIA STATE POLICE  
REQUEST FOR CRIMINAL RECORD CHECK**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

**TRY OUR WEBSITE FOR A QUICKER RESPONSE**  
<https://epatch.state.pa.us>

<b>NAME/ REQUESTER</b>	
<b>ADDRESS</b>	
<b>CITY/STATE/ ZIP CODE</b>	

**CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)**

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<b>NAME/SUBJECT OF RECORD CHECK (FIRST)</b>	<b>(MIDDLE)</b>	<b>(LAST)</b>		
<b>MAIDEN NAME AND/OR ALIASES</b>	<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH (MM/DD/YYYY)</b>	<b>SEX</b>	<b>RACE</b>

**The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only**

**FEE FOR REQUESTS - \$10.00. NOTARIZED FEE REQUESTS - \$15.00.**  
**\*\*\*MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA\*\*\***  
◀◀◀◀◀CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶

**REASON FOR REQUEST**

**INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$15.00 FOR REQUEST)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ADOPTION (DOMESTIC)  | <input type="checkbox"/> EMPLOYMENT/SCREENING | <input type="checkbox"/> PASSPORT                        |
| <input type="checkbox"/> ATTORNEY             | <input type="checkbox"/> FOSTER CARE          | <input type="checkbox"/> PRIVATE INVESTIGATIONS          |
| <input type="checkbox"/> BANKING              | <input type="checkbox"/> HEALTHCARE           | <input type="checkbox"/> SOCIAL SERVICES                 |
| <input type="checkbox"/> BAR ASSOCIATION      | <input type="checkbox"/> HOUSING              | <input type="checkbox"/> TENANT CHECK                    |
| <input type="checkbox"/> CHURCH               | <input type="checkbox"/> INSURANCE LICENSE    | <input type="checkbox"/> VISA                            |
| <input type="checkbox"/> CHILD CARE           | <input type="checkbox"/> MENTAL HEALTH        | <input type="checkbox"/> VOLUNTEER AMBULANCE/FIREFIGHTER |
| <input type="checkbox"/> EDUCATION            | <input type="checkbox"/> NURSE AID TRAINING   | <input type="checkbox"/> VOLUNTEER                       |
| <input type="checkbox"/> ELDER CARE           | <input type="checkbox"/> OTHER _____          |  |
| <input type="checkbox"/> EMERGENCY MANAGEMENT |   |  |

**ACCESS & REVIEW - (NOT FOR EMPLOYMENT PURPOSES. MUST BE MAILED INTO THE CENTRAL REPOSITORY WITH A COPY OF A VALID GOVERNMENT ISSUED PHOTO ID, SEE TERMS & CONDITIONS)**

AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT AND REQUIRED COPY OF GOVERNMENT PHOTO ID ATTACHED FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

**WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.**

**Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919**

<b>FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER</b>
<b>AFTER COMPLETION MAIL TO:</b> PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758  1-888-QUERYPA (1-888-783-7972) <b>DO NOT SEND CASH OR PERSONAL CHECK</b>
<b>CHECK ONE BLOCK</b> <input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE  <input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$15.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE  <input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE