**2018**

**Parliamentary Internship & Mentoring Program**

**Application Package**

**CHECK-LIST**

Be sure to go through this checklist to ensure that your application is complete. A complete application must have the following:

**□**  **Part A**: Applicant Information

**□** **Part B**: Composition

**□** **Part C**: Power Point Presentation or Newsletter

**□** **Part D**: References

**□** Verification & Signature (last page)

**PART A: Applicant Information**

**Legal Name**

|  |
| --- |
| Surname: First: Middle: |

**Current Mailing Address**

|  |  |
| --- | --- |
| Number: | Street Name: |
| City: Prov: | Postal Code: |

**Email(s)**

|  |
| --- |
|  |

**Current Phone Number(s)**

|  |
| --- |
|  |

**Past/Current Post Secondary Institution(s)**

|  |
| --- |
|  |

**Current Year of Study**

|  |
| --- |
|  |

**Major(s)**

|  |
| --- |
|  |

**Minor(s) \*if applicable**

|  |
| --- |
|  |

**Year of Graduation or Expected Graduation Month/Yr**

|  |
| --- |
|  |

**Scholarships, Awards, Notable Achievements (up to 5) - List and briefly describe each**

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| --- |
|  |

**Special Skills i.e. Additional Languages, Photography, IT skills (and level of proficiency)**

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| --- |
|  |

**Community Involvement / Volunteer Experience (List 3 with longest history)**

|  |  |
| --- | --- |
| Name of Organization | Length(time)/Description of Volunteer Duties/Responsibilities |
|  |  |
|  |  |
|  |  |

**Public Policy Interests - ie. Human Rights, Women’s Issues, Multiculturalism, Health, Immigration, etc) \*Must list THREE\***

|  |  |
| --- | --- |
| Area of Interest | Explanation of interest/Reasons for specific interest/Other relevant details |
|  |  |
|  |  |
|  |  |

**Work Experience – List THREE longest employers**

|  |  |  |
| --- | --- | --- |
| **Employer/Supervisor** | **Description of Duties/Responsibilities** | **Year(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

**Special Experience – List THREE unique experiences (ie. Political campaign experience; international travel/work experience; special mission with a charitable/non-profit organization or religious institution; unique or leadership project you managed, initiated or developed; other)**

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| --- | --- | --- |
| **Organization/Employer/Title of Project or Initiative** | **Description of Duties/Responsibilities** | **Year(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

**PART B: Writing Sample (350-500 Words) \*Use separate paper\***

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| --- |
| ***Topic 1*:** Write about the qualities or attributes you most admire in a world leader (past or present) or your role model or models  **OR**  ***Topic 2*:** Describe key events and/or challenges from your life that have been life-changing or cataclysmic in bringing about certain transformational change(s) in your life, to make you the person you are today.Examples can be positive or negative (challenging) in nature. |

**PART C: Power Point or Newsletter**

|  |
| --- |
| ***Option 1***: In lieu of a CV, create a power point presentation that consists of 10-15 frames about you (your interests, family/background, personal/work/volunteer experiences, strengths of character, special skills, other). Be visually creative (add photos or other graphics)  **OR**  ***Option 2***: Create a 4-5 page newsletter that features the information listed in Option 1. View sample newsletters (for layout/formatting purposes) on Senator Martin’s website: <http://yonahmartin.sencanada.ca/p100878> |

**PART D: References – Provide TWO letters of references: one personal (who has known you at least 5 or more years), one academic or professional, as well as the contact information below**

|  |  |  |
| --- | --- | --- |
| **Name /Position** | **Company/Institution** | **Contact Information (email/phone)** |
|  |  |  |
|  |  |  |

**IMPORTANT NOTES / TERMS & CONDITIONS**

\*Successful applicant must participate in all tele-workshops (one per month, June-August). Dates TBC.

\*Successful applicant will be subject to terms & conditions of an employment contract (for a 4-month internship, Sept-Dec)

\* Travel to/from Ottawa must be privately arranged.

**Verification & Signature**

****I agree to the terms & conditions outlined, and certify that there are no misrepresentations or falsifications of these statements and answers. I am also aware that falsification of this application, or any accompanying data, will result in my dismissal from the Parliamentary Internship & Mentoring Program.

***Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Completed and signed applications MUST be received no later than **March 31, 2018** and emailed to:

**Grace Lee**

[grace.lee@sen.parl.gc.ca](mailto:grace.lee@sen.parl.gc.ca)