



## 2023 ARIZONA LEGISLATIVE LEGAL INTERNSHIP PROGRAM APPLICATION

**The 2023 legislative session begins on Monday, January 9, 2023.**

### INSTRUCTIONS

You must submit the following items by **5:00 p.m. on Friday, October 7, 2022** to qualify for consideration for the 2023 Legislative Legal Internship Program:

- Arizona State University Sandra Day O'Connor College of Law students apply on Atlas. If you have any questions regarding the application process, please contact [Carolyn.Landry@asu.edu](mailto:Carolyn.Landry@asu.edu) located in the Sandra Day O'Connor College of Law Externship Program office located in the Career Services office, Rm. 401.
  - University of Arizona James E. Rogers College of Law students apply on [CareerCAT](#). If you have any questions regarding the application process, please contact [lisap4@email.arizona.edu](mailto:lisap4@email.arizona.edu) located in the Career Development office.
- A completed and signed application.
  - Resume.
  - Two letters of reference from people who can discuss your legal or academic skills. One of the two required letters should be from a previous employer in the legal field, if possible. Your letters of reference should be included with your application and addressed to "The Interview Panel".  
(If your letters of reference are going to arrive later than Friday, October 7, 2022 please notify Darci Johnson at [djohnson@azleg.gov](mailto:djohnson@azleg.gov) before submitting your application)
  - A short personal statement of interest in the program, approximately one page.
  - A recent writing sample of either:
    1. A short legal memorandum prepared during law school.
    2. A writing sample prepared for a legal employer, if possible, that demonstrates your legal research and writing skills. If that is not possible, submit a writing sample not more than five pages that includes legal research and analysis.
  - An official copy of your transcript.



<b>EDUCATION INFORMATION</b>	
<b>Current Educational Institution:</b>	
<b>Date Entered:</b>	<b>Scheduled Graduation Date:</b>
<b>Current Cumulative Grade Point Average:</b>	

*List other colleges and universities attended, beginning with the most recent:*

<b>INSTITUTION:</b>	<b>DATES ATTENDED:</b>	<b>DEGREE AWARDED:</b>	<b>DATE:</b>

<b>EMPLOYMENT HISTORY</b>
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*List employment record chronologically beginning with the most recent:*

<b>EMPLOYER:</b>	<b>LOCATION:</b>	<b>POSITION:</b>	<b>DATES:</b>

The Legislative Legal Internship generally requires a minimum of 20 hours of work per week at the Capitol. Early morning and late night meetings sometimes occur and your attendance may be required (class schedule permitting). There are NO holidays off and NO spring break days off during the Legislative session – are you prepared and able to make this commitment?

Yes  No

I hereby certify that all entries on this application form and attachments are true and complete and I agree and understand that any falsification of information, regardless of the time of discovery, may cause forfeiture on my part to any participation in the Legislative Legal Internship Program. I understand that information on this application form or in attachments is subject to verification and I consent to references, former employers and educational institutions listed being contacted regarding this application. I further authorize the Arizona Legislature to rely upon and use, as it sees fit, any information received from those contacts. I authorize the Arizona Legislature to conduct a criminal history records check. I further certify that I will be available and can participate in the required number of hours per week at the Capitol in the Legislative Legal Internship Program for a period not to exceed 18 weeks beginning January 9, 2023. I authorize the College of Law to directly transmit an official copy of my transcript to the Arizona Legislature.

**Signed:** \_\_\_\_\_

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