



2025 ARIZONA LEGISLATIVE LEGAL INTERNSHIP PROGRAM APPLICATION

The 2025 legislative session begins on Monday, January 13, 2025.

INSTRUCTIONS

You must submit the following items by **5:00 p.m. on Tuesday, September 3, 2024** to qualify for consideration for the 2025 Legislative Legal Internship Program:

- A completed and signed application.
- Resume.
- Recommendations. You will submit either:
 1. A list of at least two references to contact regarding your legal or academic skills.
 2. One letter of reference. Please address your letter of reference to “The Interview Panel” and submit it with your application packet.
(Please contact Darci Johnson at djohnson@azleg.gov if you have any questions.)
- 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.

Please note: The law college internship coordinator will submit a copy of your transcript with your application packet.

- 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 Guadalupe-Garcia@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 chantalvjohanson@arizona.edu located in the Career Development office.



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APPLICATION DEADLINE: Tuesday, September 3, 2024 – 5:00 p.m.

PERSONAL INFORMATION	
NAME:	
ADDRESS:	
TELEPHONE: ()	E-MAIL ADDRESS:
Are you a registered voter? Yes <input type="checkbox"/> No <input type="checkbox"/>	Political Affiliation: (For placement purposes only)
Organizations (student organizations, boards, community affairs, etc.):	
Political Activities: Within the past two years have you been actively involved with any political candidates or campaigns? If yes, please describe:	
Other information bearing on your qualifications (honors, scholarships, publications, travels, etc.):	
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain:	
Are you related to or do you have a personal relationship with an Arizona elected or appointed official?_____ If yes, please explain:	
How did you hear about the Legislative Legal Internship Program?	

EDUCATION INFORMATION	
Current Educational Institution:	
Date Entered:	Scheduled Graduation Date:
Current Cumulative Grade Point Average:	

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

INSTITUTION:	DATES ATTENDED:	DEGREE AWARDED:	DATE:

EMPLOYMENT HISTORY

List employment record chronologically beginning with the most recent:

EMPLOYER:	LOCATION:	POSITION:	DATES:

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 13, 2025. I authorize the College of Law to directly transmit an official copy of my transcript to the Arizona Legislature.

Signed: _____

Date: _____