



# Office of Congressman Frank Pallone, Jr.

## Intern Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State Zip Code

Primary Phone: \_\_\_\_\_ Primary Email: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_ Secondary Email: \_\_\_\_\_

Hometown: \_\_\_\_\_

Are you a citizen of the United States? Yes ☐ No ☐ If no, are you authorized to work in the U.S.? Yes ☐ No ☐

### Parent or Legal Guardian

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State Zip Code

Primary Phone: \_\_\_\_\_ Primary Email: \_\_\_\_\_

### Availability

Preferred Office: Long Branch ☐ New Brunswick ☐

Preferred Days: Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Preferred Hours: 9-1 ☐ 1-5 ☐ 9-5 ☐

Dates Available: \_\_\_\_\_ to \_\_\_\_\_



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### Education

High School: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

GPA: \_\_\_\_\_ Did you graduate? Yes ☐ No ☐

If currently in High School, please provide name and contact information of your counselor:

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College: \_\_\_\_\_ Registrar's Phone: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ GPA: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

If for credit, provide name and contact information of your professor/advisor:

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### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, please explain: \_\_\_\_\_

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### References

***Please list two professional references.***

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



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### Confidentiality Agreement and Signature

The undersigned Intern acknowledges that as a result of their participation in Congressman Pallone's District Office Internship Program, they will have access to, use or be privy to confidential information (electronic and otherwise) of a special and unique nature and value, including, but not limited to: financial information, plans, procedures, strategies and policies, legal matters, manuals, guides, personnel, confidential reports and communications, and lists and contact information of constituents (collectively, the "Confidential Information").

Therefore, the undersigned Intern agrees that any information and materials received from, by or on behalf of the Congressman or prepared, designed or created for the benefit of the Congressman in confidence shall remain the sole and exclusive property of the Congressman. Intern shall not, except with the prior written consent of their Intern Coordinator, or except when acting on behalf of the Congressman and in accordance with the office's policies, directly or indirectly, use, divulge, reveal, report, publish, transfer or disclose, for any purposes whatsoever, any Confidential Information at any time during or following the term of their internship.

In addition, the Intern acknowledges that his or her work may require from time to time the use of electronic equipment owned by the U.S. House of Representatives, including but not limited to: computers, phones, fax machines, copiers, and printers. The Intern hereby agrees the use of such equipment will be limited strictly to House business and that they will not remove, destroy, alter, modify or otherwise make any changes to the House's equipment or any existing document in the House System, without express prior written permission from the Intern Coordinator. Nothing in this agreement should be construed as a contract for employment.

*I have read and understand the above statements regarding the confidentiality of data I may have access to in the course of my internship at Congressman Frank Pallone's District Office. I understand the special nature of my role, the importance of confidentiality in this role, and agree to adhere to policy regarding preservation of the confidentiality and integrity of office data.*

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