

Checklist & Instructions

Legislative Fellows Program

October 15, 2021 – March 25, 2022

Checklist

Submit the following items by the deadline to be considered for the Legislative Fellows Program. Additional Faculty Recommendation forms, and Employer Recommendation forms can be downloaded from [MyFloridaHouse.Gov](https://www.myfloridahouse.gov). You must use [Adobe Reader](#) (free) to fill out the documents.

Eligibility Requirements

Applicants must be a Florida resident or be enrolled in a Florida school at the time of application. Applicants must have received their bachelor's degree and be enrolled in a graduate program prior to beginning the Legislative Fellows Program. Law school students must be a 2L or 3L to be considered for the program.

- | | |
|---|---|
| <input type="checkbox"/> The Florida Legislature Employment Application | <input type="checkbox"/> Transcripts |
| <input type="checkbox"/> Legislative Fellows Application Addendum | <input type="checkbox"/> Writing Samples (2 required) |
| <input type="checkbox"/> Faculty Recommendation (2 required) | <input type="checkbox"/> Test Scores |
| <input type="checkbox"/> Employer Recommendation (1 required) | |

New for 2021! Recommendation forms are now available to fill out online.

Send this link to a faculty member: <https://forms.gle/EdsSVCqCNijZCS5D9>

Send this link to an employer: <https://forms.gle/Xrr6aMes2oMVFZur6>

Send all items by email, fax, or mail to the address below by May 28, 2021, Noon.

Please note that persons appearing on the recommendation forms may be subject to additional questions from House staff.

Florida House of Representatives
Office of Professional Development
Legislative Fellows Program
 327 The Capitol
 402 South Monroe Street
 Tallahassee, FL 32399-1300
 850.717.5450 phone . 850.410.0095 fax
FellowsProgram@MyFloridaHouse.Gov

Instructions to Complete the Application

The 2021 – 2022 Legislative Fellows Program Application Packet is a PDF form. It is recommended that you **DOWNLOAD** the 2021 – 2022 Legislative Fellows Program Application Packet to your desktop, then open and complete it using [Adobe Reader](#). **Do not use "Preview" on a Mac computer.**

Questions? Contact us at FellowsProgram@MyFloridaHouse.Gov with the word "Question" in the subject line.



THE FLORIDA LEGISLATURE EMPLOYMENT APPLICATION



Human Resources
Suite 701, Claude Pepper Building
111 W. Madison Street ♦ Tallahassee, Florida 32399-1400
(850) 488-6803 ♦ FAX (850) 413-7984

APPLICANT INFORMATION

| | |
|---|----------------------------------|
| NAME (Last, First, Middle) _____ (Prior) | HOME / CELLULAR TELEPHONE () |
| MAILING ADDRESS _____ | BUSINESS TELEPHONE () |
| CITY, STATE, COUNTY, ZIP _____ | EMAIL ADDRESS _____ |
| Are you retired from any Florida State Administered retirement plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date retired: _____ | |

WORK PREFERENCE

| | |
|---|---|
| EMPLOYMENT REQUESTED: (check all that apply) | POSITION APPLIED FOR : _____ If you are not applying for a specific vacancy, please indicate your work preference: |
| <input type="checkbox"/> Year-Round | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Session Only | <input type="checkbox"/> Administrative Support |
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Clerical/Secretarial |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Economics |
| | <input type="checkbox"/> Editing/Proofreading |
| | <input type="checkbox"/> Information Technology |
| | <input type="checkbox"/> Investigation |
| | <input type="checkbox"/> Legal |
| | <input type="checkbox"/> Legislative Assistant |
| | <input type="checkbox"/> Management |
| | <input type="checkbox"/> Printing/Reproduction |
| | <input type="checkbox"/> Research & Analysis |
| | <input type="checkbox"/> Support Services |
| DATE AVAILABLE: _____ | COUNTY PREFERENCE: _____ |

EMPLOYMENT ELIGIBILITY

The Florida Legislature hires only U.S. citizens and lawfully authorized alien workers. If hired you will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S.

Are you legally eligible to work in the United States? Yes No

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Are you a current or former law enforcement officer, other covered employee**, or the spouse or child of one, whose information is exempt from public records disclosure under section 119.071(4)(d), Florida Statutes (F.S.)? Yes No

**Other covered jobs include but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families [see§ 119.071.F.S.].

SELECTIVE SERVICE

Section 110.1128, Florida Statutes, requires male applicants between the ages of 18 and 26 to provide proof of registration or exemption issued by the United States Selective Service as required by the Military Selective Service Act. If you are in this age group, please provide your Selective Service number, if applicable.

Registration Number: _____

EDUCATION

A copy of your college transcript reflecting your highest level of education completed and degree received must be submitted with the completed application

INDICATE highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 5 Graduate School 1 2 3 4 5

| SCHOOL | DID YOU GRADUATE? | | NAME AND ADDRESS | MAJOR / MINOR | DEGREE RECEIVED | MONTH/YEAR GRADUATED | IF NO DEGREE # HRS. EARNED | |
|--|-------------------|----|------------------|---------------|-----------------|----------------------|----------------------------|-----|
| | YES | NO | | | | | QTR | SEM |
| High School | | | | | | | | |
| Community/ Vocational/ Technical/ College | | | | | | | | |
| College/ University | | | | | | | | |
| Graduate/ Professional | | | | | | | | |
| Other | | | | | | | | |

LICENSES • CERTIFICATIONS • SPECIAL SKILLS

Please indicate typing, computer/wordprocessing skills, foreign language proficiency, professional or occupational licensure you currently possess. Please provide a copy of certifications and licensures with the application.

Has any disciplinary action ever been taken against your certificate or license? Yes No

EMPLOYMENT HISTORY

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job-related volunteer work, if applicable. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information.

Present or Most Recent Employer

If currently employed, may we contact your employer? Yes No

Employer: _____ Supervisor: _____

Address: _____ Supervisor's Title: _____

City, State, Zip: _____ Phone number: _____

Employment Dates: _____ / _____ / _____ to _____ / _____ / _____
MONTH DAY YEAR MONTH DAY YEAR

Hours per week: _____ Check box if Volunteer work: Ending Salary: _____

Position Title: _____

Primary Duties:

Reason for leaving or seeking other employment:

Next Previous Employer

Employer: _____ Supervisor: _____
Address: _____ Supervisor's Title: _____
City, State, Zip: _____ Phone number: _____
Employment Dates: / / to / /
MONTH DAY YEAR MONTH DAY YEAR
Hours per week: _____ Check box if Volunteer work: Ending Salary: _____
Position Title: _____
Primary Duties:

Reason for leaving or seeking other employment:

Next Previous Employer

Employer: _____ Supervisor: _____
Address: _____ Supervisor's Title: _____
City, State, Zip: _____ Phone number: _____
Employment Dates: / / to / /
MONTH DAY YEAR MONTH DAY YEAR
Hours per week: _____ Check box if Volunteer work: Ending Salary: _____
Position Title: _____
Primary Duties:

Reason for leaving or seeking other employment:

Next Previous Employer

Employer: _____ Supervisor: _____
Address: _____ Supervisor's Title: _____
City, State, Zip: _____ Phone number: _____
Employment Dates: / / to / /
MONTH DAY YEAR MONTH DAY YEAR
Hours per week: _____ Check box if Volunteer work: Ending Salary: _____
Position Title: _____
Primary Duties:

Reason for leaving or seeking other employment:

Next Previous Employer

Employer: _____ Supervisor: _____
Address: _____ Supervisor's Title: _____
City, State, Zip: _____ Phone number: _____
Employment Dates: / / to / /
MONTH DAY YEAR MONTH DAY YEAR
Hours per week: _____ Check box if Volunteer work: Ending Salary: _____
Position Title: _____
Primary Duties:

Reason for leaving or seeking other employment:

Next Previous Employer

Employer: _____ Supervisor: _____
Address: _____ Supervisor's Title: _____
City, State, Zip: _____ Phone number: _____
Employment Dates: / / to / /
MONTH DAY YEAR MONTH DAY YEAR
Hours per week: _____ Check box if Volunteer work: Ending Salary: _____
Position Title: _____
Primary Duties:

Reason for leaving or seeking other employment:

Next Previous Employer

Employer: _____ Supervisor: _____
Address: _____ Supervisor's Title: _____
City, State, Zip: _____ Phone number: _____
Employment Dates: / / to / /
MONTH DAY YEAR MONTH DAY YEAR
Hours per week: _____ Check box if Volunteer work: Ending Salary: _____
Position Title: _____
Primary Duties:

Reason for leaving or seeking other employment:

RELATIVES

Please list the names and relationships of relatives* who are a member of the Legislature, a legislative employee, a lobbyist, a member of the Florida Cabinet or the Governor, a key Cabinet aide, the head of an executive branch department or an appointed secretary or executive director.

Name: _____ Relationship: _____ Office: _____

Name: _____ Relationship: _____ Office: _____

*"Relative" is defined as: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

LEGAL HISTORY

A criminal history record check will be conducted prior to hiring.

Have you pleaded nolo contendere to, or been convicted of, a first degree misdemeanor or a felony in any court, domestic or foreign? ____ Yes ____ No
A conviction includes a plea of guilty, guilty verdict, or finding of guilt, regardless of whether the sentence is imposed by the Court or adjudication is withheld. If "Yes", please explain:

A "yes" answer to these questions will not necessarily bar you from employment. Each case will be judged on its own merit, with respect to time, circumstances, and seriousness as it may relate to employment.

REFERENCES

Please list three references excluding relatives and former employers.

NAME

MAILING ADDRESS

TELEPHONE NUMBER

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

AUTHORIZATION AND CERTIFICATION

I hereby authorize the Florida Legislature to verify all information contained in this application and supplement hereto. I consent to the release of any information regarding my eligibility for legislative employment by employers, educational institutions, law enforcement agencies, personal references or other organizations.

I certify that the above statements are true and complete to the best of my knowledge. I further understand that any misrepresentations or false statements made by me on this application, or any supplement hereto, may be grounds for immediate discharge and/or rejection from consideration for further employment. If employed, I understand that my employment and compensation can be terminated with or without cause and with or without notice at any time at the option of either the Legislature or myself.

Signature: _____ Date: _____

If employed by the Florida Legislature, you will be subject to the provisions of Section 11.26, Florida Statutes which prohibit legislative employees from lobbying or providing legal advice outside the Legislature.

All employment applications will remain active for six months, and pursuant to legislative policy, are available for review by the public.

Application Addendum

Legislative Fellows Program

October 15, 2021 – March 25, 2022

Applicant: _____

Applicant Email: _____ Phone: _____

Education

(A) GPAs Undergraduate Graduate (Master's Program) Graduate (Ph.D. Program)

Law school students only: What year will you be in September 2021?

(B) Graduate Entrance Exams

| GRE | LSAT | GMAT |
|---|--|--|
| Date taken: Verbal Score: Percentile: <i>Quantitative</i> Score: Percentile: <i>Analytical</i> Score: Percentile: | Date taken: Score: Percentile: | Date taken: Score: Percentile: |

If you have not taken the graduate exam, what exam will you take?

Exam Date:

(C) What will be your major or academic area of concentration during the 2021 – 2022 Legislative Fellows Program?

(D) Additional information about your educational experience that you want considered in this application:

Honors & Activities

Indicate in the appropriate space below if you have been involved in or have received any of the following:

Scholarships
&
Fellowships

Honors &
Awards

Leadership
Positions

Internships
*(Not listed
under
employment)*

Volunteer
Work

Publications

Professional
Associations

Other
Organizations
to Which You
Belong

Policy & Budget Areas

Participants are assigned to work with policy or budget areas during their fellowship. Please indicate the areas of interest to you. A brief narrative regarding each area of jurisdiction is provided to assist you with your choices. Please provide a short explanation of the reasons for your choices.

| | |
|--|---|
| Appropriations | Produces the House's proposed budget and conforming and implementing legislation. The committee provides legislative oversight regarding the expenditure of appropriated funds, reviews the Governor's budget recommendations and agency legislative budget requests, and analyzes trust funds for creation, termination or modification. |
| Commerce | Considers matters related to Florida's economy, business and professional regulation, public infrastructure, energy, utilities and telecommunications regulation, the regulation of insurance companies and financial entities, and gaming. |
| Education & Employment | Considers matters related to Florida's education system, from early education through post-secondary education, adult education, and job training. |
| Health & Human Services | Examines issues related to health care provider regulation, health insurance regulation, and public health. |
| Judiciary | Considers civil and criminal law issues, including public safety and the administration of the court system. |
| Pandemics & Public Emergencies | Focuses on issues related to Florida's emergency management system, including state and local emergency powers and programs. |
| Public Integrity & Elections | Considers legislation and exercises oversight on matters relating to the conduct and ethics standards of House members, state and local public officials, public employees, lobbyists, and candidates for public office; the regulation of elections and political fundraising; and the constitutional prerogatives of the Legislature such as impeachment. |
| Rules | Submits Special Order Calendars for adoption by the House. The committee also recommends procedures for the management of the floor process. |
| State Affairs | Considers matters related to Florida's agriculture and citrus industries, environmental protection, conservation of Florida's natural resources, flooding, growth management, affordable housing, state agency governance, and local government. |
| Ways & Means | Encompasses issues concerning all state and local taxes and select non-tax revenue sources, and addresses statutory and constitutional policy regarding tax rates, tax base design, and collection and enforcement parameters. The committee's work also addresses debt financing policy, tax administration, and enforcement of tax laws. |

1st Preference

Provide a short explanation of your choice below:

2nd Preference

Provide a short explanation of your choice below:

Faculty & Employer Recommendations

List two faculty members and one employer from whom you will request recommendations. Recommendation forms should be filled out by the faculty member/employer and sent by email, fax, or mail to the address on the application instructions. Please note that persons appearing on the recommendation forms may be subject to additional questions from House staff.

It is the applicant's responsibility to make sure that recommendations are received by **May 28, 2021, Noon.**

New for 2021! Recommendation forms are now available to fill out online.

Send this link to a faculty member: <https://forms.gle/EdsSVCqCNijZCS5D9>

Send this link to an employer: <https://forms.gle/Xrr6aMes2oMVZFur6>

Faculty Member Name & Address

Telephone/Email

(1)

(2)

Employer Name & Address

Telephone/Email

(1)

Computer Knowledge & Skills

New for 2021! [Click here to fill out the Faculty Recommendation form online!](#)

Faculty Recommendation

Florida House of Representatives Legislative Fellows Program

Applicant Name Phone
Applicant Email
Faculty Member Name Phone
Faculty Member Address Email
College/University

How long have you known the applicant?

What was the ranking of the applicant's performance in your class? Class size:

| Top 10% | Top 25% | Top 50% | Bottom 50% |
|--|--------------------|--------------|------------|
| How would you rank the applicant's writing ability? | | | |
| Outstanding | Above Satisfactory | Satisfactory | Poor |
| How would you rank the applicant's analytical ability? | | | |
| Outstanding | Above Satisfactory | Satisfactory | Poor |

Did this applicant demonstrate other communication skills? Please specify:

Why do you think this applicant would be a good candidate for the Legislative Fellows Program?

The Legislative Fellows Program provides college graduates pursuing a graduate degree with an opportunity to experience the legislative process and public policy making.

Send this form by email, fax, or mail to the address below by
May 28, 2021, Noon

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Providing your name in the signature box indicates you have approved the information regarding the applicant and may be subject to further verification by staff.

Signature

Title

New for 2021! [Click here to fill out the Employer Recommendation form online!](#)

Employer Recommendation

Florida House of Representatives Legislative Fellows Program

Applicant Name

Phone

Applicant Email

Employer Name

Phone

Employer Address

Email

Type of work employee performed; length and specific dates of employment; approximate number of hours worked per week:

How did the employee perform on the job?

Outstanding

Above Satisfactory

Satisfactory

Poor

Remarks:

How did the employee respond to direction?

Did the employee work well with others?

Would you recommend this person as a dependable and responsible employee?

The Legislative Fellows Program provides college graduates pursuing a graduate degree with an opportunity to experience the legislative process and public policy making.

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May 28, 2021, Noon

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Tallahassee, FL 32399-1300
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Providing your name in the signature box indicates you have approved the information regarding the applicant and may be subject to further verification by staff.

Signature

Title

Transcripts

Submit one copy of cumulative transcripts (graduate and undergraduate).
Electronic or photocopies of transcripts may be submitted.

Writing Samples

1. Submit a brief, typed writing sample, in essay format, on the following topics:
 - Why did you choose to pursue your present course of study?
 - What are your plans following graduation?
 - What is your perception of the Florida Legislature?
 - Why are you applying to the Legislative Fellows Program?
 - How will serving in the Fellow Program contribute to your personal and career goals?
2. Submit a typed, academic, unpublished paper or brief of your choice as follows:
 - No more than 20 pages, and
 - One of personal academic interest, or class assignment.

**Applicants must write and edit their own writing samples.*

Test Scores

Submit a copy of Law School Admission Test (LSAT), Graduate Record Examination (GRE) score(s) or Graduate Management Admission Test (GMAT) score, if taken, with your application. These scores may be electronically submitted or photocopied and do not have to be sent from the Educational Testing Service. Graduate exam scores are not required to apply for a fellowship.

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