



2019 STEPHANIE TUBBS JONES INTERNSHIP APPLICATION

APPLICATION GUIDELINES

Please have all documents and answers to the questions ready to upload before entering the information. This application does not have a save feature. Any information placed on this form will not be saved if you end your session before completing. Successful applications must meet the following criteria to qualify:

- U.S. citizen or permit to work in the U.S.
- Currently or recently enrolled in a college or university full-time when applying for program.
- Holds incoming collegiate status as a senior.
- Demonstrated interest in public service, governance, and policy-making process.

In addition, you are required to obtain three letters of recommendation and a transcript from your educational institution. These items must be mailed to our offices, in one envelope, and be received no later than March 21, 2019.

Please feel free to print the application as a reference before completing your application on-line.

BEFORE YOU BEGIN

You should have the following documents ready for upload before you begin this application:

- Resume (optional): *if you plan to upload your resume, please have the document available on your device to upload under the "Skills Training" section*
- Essay Questions: *Please prepare an essay response to the following questions in advance and upload each response to the corresponding question on the application. Be sure that your essay has one-inch margins on all sides, is double-spaced, typed in Times New Roman 11-12 pt. font, does not exceed one page for each question, and includes your name and essay title in the header. Essay question number four (4) is optional.*
 - Essay #1: *What do you expect to gain and contribute to the Stephanie Tubbs Jones Internship Program sponsored by the Delta Research and Educational Foundation in collaboration with the Congressional Black Caucus Foundation (CBCF)?*
 - Essay #2: *In your opinion, what is the most pressing public policy challenge facing the United States? Your essay should address the significance of the issue you have identified and your recommendations to reform current policy.*
 - Essay #3: *What do you consider to be the most critical domestic affairs issue(s) affecting African American women and why? Secondly, please explain how your future career path will enable you to address the issue(s)*

your future career path that enable you to address the issue(s).
- Essay #4: (Optional): Is there anything about yourself (educational, personal,

General Information

reviewing your application?



STEPHANIE TUBBS JONES INTERNSHIP APPLICATION

Last Name
First Name
Middle Name
Date of Birth
Street
Address City
Stat
e
Zip+
4
U.S. Representative
Current Home
Phone Mobile

Number Email

Address

Permanent Address (Please leave blank if same as above):

Street

City

State

Zip

+4

U.S. Representative

Citizenship

Are you a U.S. Citizen?

If you are not a U.S. Citizen by birth, please indicate by checking status below:

Birth Citizenship

Date of

Naturalization

Place of Naturalization

Are you legally eligible to work or study in the U.S.?

Visa Type

Date of Expiration

Academic Background

Undergraduate

Institution Degree

Date Degree Received or

Expected Major(s)

Minor(s)

Current

Classification

College GPA

Graduate Institution

Degree

Date Degree Received or

Expected Area of Concentration

GPA

Campus Involvement/Co-Curricular Activities

List the campus organizations in which you hold membership

List Offices Held and/or Committee Service

Special Skills or Training

Please use the space below to identify special skills, including foreign language skills or specialized training you would like to highlight.

Skills and Training

PLEASE UPLOAD YOUR RESUME (OPTIONAL)

Areas of Interest

Of the policy issue areas listed below, pick the three (3) most interest you. Rank those three policy issue areas based upon your level of interest, with one (1) representing the highest and three (3) representing the lowest.

... (e) representing the interest...

- Agriculture
- Civic Participation
- Courts and Criminal Justice

- Defense/Intelligence Education
- Environment
- Health
- Homeland Security
- International Affairs
- Labor
- Science/Technology
- Other

Essay Questions

Please provide an essay response for the questions below. Be sure that your essay has one-inch margins on all sides, is double-spaced, typed in Times New Roman 11-12 pt. font, does not exceed one page for each question, and includes your name and essay title in the header.

Essay #1: *What do you expect to gain and contribute to the Stephanie Tubbs Jones Internship Program sponsored by the Delta Research and Educational Foundation in collaboration with the Congressional Black Caucus Foundation (CBCF)?*

Upload Essay 1

Essay #2: *In your opinion, what is the most pressing public policy challenge facing the United States? Your essay should address the significance of the issue you have identified and your recommendations to reform current policy.*

Upload Essay 2

Essay #3: Please describe what you believe is the greatest challenge facing African American women leaders, seeking to uplift the communities they serve? Secondly, *what recommendations can you offer to address the challenges?*

Upload Essay 3

Essay #4: (Optional): *Is there anything about yourself (educational, personal and/or professional) that you would like the selection committee to consider when reviewing your application?*

Upload Essay 4

Letters of Recommendation

In order for an application to be considered complete, three letters of recommendation must be submitted. At least one letter of recommendation must be written by a dean, department chair, academic advisor, or professor. The other letters may be from an employer, volunteer organization, or personal recommendation. Letters (except personal recommendation) must be on official letterhead, state the recommender's title, and provide contact information, i.e. email or telephone number.

Tips for Submitting Strong Letters of Recommendation:

6

1. Ask for the letter of recommendation early because your recommender must give you the letter for submission to include with your supporting documents; letters of recommendation and your transcript(s) must be sealed when given to you; you must submit your recommendation letters and transcript(s) in one envelope and mail to be received by the deadline date of March

21, 2019. Supporting documents received directly from the recommender/institution will not be considered.

2. Ask your recommender to address your academic achievement, leadership ability, campus involvement, personal attributes, as well as other skills and assets that you possess.

3. Ask your recommender to include an assessment of your interpersonal skills, written and oral

4. Send your package and informational materials to:
Stephanie Tubbs Jones Internship Program
Delta Research and Educational Foundation
1703 New Hampshire Avenue, NW
Washington, D.C. 20009

ALL INFORMATION MUST BE RECEIVED BY March 21, 2019. NO EXCEPTIONS.

Additional Information

How did you learn about the Stephanie Tubbs Jones Internship Program? Please check all that apply.

The Delta Research and Educational Foundation (DREF) website

E-Alert from DREF

DST Regional Website

Facebook

Twitter

Instagram

Search Engine (Provide name):

Newspaper/Magazine/Newsletter (Provide name):

Another website

Email

Word-of-Mouth

Other (Please provide detail)

Additional Information:

Have you ever sought political office or held a political position?

If "Yes," please indicate position sought / held and, if applicable, dates of tenure.

Have you ever been convicted of a crime other than a minor traffic violation? If yes, please explain.