

GREENLEE PARTNERS, LLC

Intern At-Will Employment Application



APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
Date Available						
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐	
Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain			

EDUCATION

College				Address			
From	To	Did you graduate?	YES ☐	NO ☐	Degree		
Other				Address			
From	To	Did you graduate?	YES ☐	NO ☐	Degree		

JOB DESCRIPTION

ROLE AND RESPONSIBILITIES

Duties as a Greenlee Partners Intern include performing basic legislative functions, such as research, reporting on legislative and administration activities (such as session, committee meetings, press conferences, etc.), assisting with the publication of Harrisburg: ONLINE, compiling reports for Greenlee staff and/or clients (such as filed legislation, co-sponsorship memos, bill status reports, etc.), participation in fundraising activities (when applicable), routine administrative support for Greenlee staff (such as answering the phones, covering the front desk for the Office Manager, and other duties as assigned), and basic maintenance concerning the Greenlee office facilities and parking lot. A more detailed explanation will be offered to the candidate during the interview process.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Greenlee Internships best suit Business/Business Administration, Political Science, Government, Public Relations, Research & Development, and/or Law majors.
- Only candidates available for full time employment may apply. Full time employment is defined as 8AM to 5PM Monday through Friday with the understanding that the need for overtime hours may be required on days where the Pennsylvania State House of Representatives and/or Senate of Pennsylvania are in session or as the office determines necessary.
- Interns are, on occasion, asked to travel on behalf of Greenlee Partners to events, legislative hearings, seminars, and/or errands for the office. A valid driver's license is required.

PREFERRED SKILLS

- Knowledge of the Pennsylvania legislative process
- Understanding of campaigns and elections
- Research, writing, and presentation skills

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES ☐	NO ☐
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES ☐	NO ☐
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES ☐	NO ☐

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. By signing this form, I authorize Greenlee Partners, LLC and its designated agents and representatives to conduct a comprehensive review of my background for employment purposes, including, but not limited to, verification of social security number, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, and/or driving records. Additionally, I agree to supply all necessary information to complete background checks or other employment review proceedings. I authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me to Greenlee Partners, LLC or its agents or authorized representatives. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data from other sources. Greenlee Partners, LLC and its agents or representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security number, and date of birth. Greenlee Partners, LLC is an Equal Opportunity Employer.	
Signature	Date