



Ohio Legislative Service Commission Legislative Fellowship Program 2018 Legislative Application

- Application Checklist
- This Form
 - Résumé
 - Sealed Transcript(s)
 - Sealed Letters of Rec.
 - Personal Statement

To be eligible for a 2018 legislative fellowship position, you must complete at least a bachelor's degree program by December 2017. All application materials postmarked on or before April 1, 2017 will be considered on time. Application packets must include:

- (1) this form;
- (2) a résumé;
- (3) sealed official transcript(s) from each college and university attended (for more than one quarter or semester);
- (4) two sealed letters of recommendation from persons familiar with your academic work, employment experience, extracurricular activities, and/or community activities. Letters of recommendation should not be requested from an elected public official unless you were employed by the public official and the official can comment specifically on your performance and work habits; and
- (5) a two- to four-page typewritten personal statement. This requirement will be used to evaluate your writing skills and to help the selection committee learn more about you.

Please print or type. You may continue your response to any item on a separate page.

APPLICANT'S NAME

PERMANENT ADDRESS

ALTERNATE ADDRESS

CURRENT TELEPHONE

ALTERNATE TELEPHONE

E-MAIL ADDRESS

HIGHEST DEGREE OBTAINED PRIOR TO DECEMBER 2017

EDUCATIONAL MAJOR(S)

EDUCATIONAL INSTITUTION FROM WHICH YOU HAVE OR WILL RECEIVE YOUR HIGHEST DEGREE

CUMULATIVE GPA (LIST UNDERGRADUATE AND GRADUATE GPA SEPARATELY, IF APPLICABLE)

LIST ABOVE ALL HIGHER EDUCATIONAL INSTITUTIONS ATTENDED, DATES ATTENDED, AND ANY DEGREE EARNED

LIST ABOVE ANY AWARDS, HOBBIES, SPECIAL INTERESTS, AND/OR VOLUNTEER ACTIVITIES

HOW DID YOU HEAR ABOUT THE LSC FELLOWSHIP PROGRAM?

(Optional) Most LSC Legislative Fellows work with either the Republican or Democrat caucus in the Ohio House or Senate. Do you have a political party preference? _____

(Optional) Two LSC Legislative Fellows are placed on fiscal and research staff at LSC. Would you be interested in one of those positions? _____

ARE YOU WILLING TO SIGN AN AUTHORIZATION FORM FOR A BACKGROUND CHECK? YES ____ NO ____

***ANY OFFER OF EMPLOYMENT IS CONDITIONAL UPON THE COMPLETION OF A SATISFACTORY BACKGROUND CHECK. ***

***ANY OFFER OF EMPLOYMENT IS CONDITIONAL UPON PROOF OF LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES AS REQUIRED BY THE IMMIGRATION REFORM AND CONTROL ACT. ***

***FALSIFICATION OF INFORMATION ON THIS FORM OR PROVIDING FALSE INFORMATION DURING ANY PART OF THE APPLICATION PROCESS, WRITTEN OR VERBAL, CAN RESULT IN TERMINATION OF EMPLOYMENT. ***

***EMPLOYMENT WITH LSC, AT ALL TIMES, IS "AT WILL" AND MAY BE TERMINATED AT ANY TIME, AND FOR ANY REASON, BY THE DIRECTOR OF THE COMMISSION. NOTHING IN ANY AGENCY MANUAL OR MEMORANDUM, OR CONVEYED BY ANY OTHER AGENCY EMPLOYEE, ALTERS THAT "AT WILL" STATUS. ***

- **One complete application packet containing one original of all items must be postmarked on or before April 1, 2017 to be considered on time.**
- **All items must be collected by the applicant and sent to the Ohio Legislative Service Commission as one complete application packet.**
- **Materials should not be sent by facsimile machine or e-mail.**

Submit complete application packet to:
**OHIO LEGISLATIVE SERVICE COMMISSION
LEGISLATIVE FELLOWSHIP PROGRAM
VERN RIFFE CENTER
77 SOUTH HIGH STREET, NINTH FLOOR
COLUMBUS, OH 43215-6136**

-
- Personal interviews of selected applicants will be scheduled during April and May, with final selections occurring in late May or early June.
 - Please refer to the FAQ section of the website and/or the informational brochure for general information about the program.
 - Brief informational tours may be scheduled beginning in January. Tours will be held on most Mondays and Fridays in January through March. To schedule a tour, please contact Stefanie Thurman at (614) 644-1326.
 - All other questions regarding the LSC Fellowship Program should be directed to the fellowship coordinator:

Tynita M. White: tynita.white@lsc.ohio.gov or (614) 387-6118

www.lsc.ohio.gov

The Legislative Service Commission is an equal opportunity employer.