

CHECKLIST & INSTRUCTIONS

FLORIDA HOUSE OF REPRESENTATIVES OFFICE OF PROFESSIONAL DEVELOPMENT LEGISLATIVE INTERN PROGRAM

I. CHECKLIST

The State of Florida Application with Intern Addendum, Faculty Recommendation form, and Employer Recommendation form can be downloaded from myfloridahouse.gov. You must use [Adobe Reader](#) (free) to fill out the documents.

- [State of Florida Application with Intern Addendum](#)
- [Faculty Recommendation](#) (2 required) *[Separate forms available here.](#)*
- [Employer Recommendation](#) (1 required) *[Separate forms available here.](#)*
- [Transcripts](#)
- Writing Sample ([See requirements.](#))
- [Test Scores](#)

**ALL ITEMS MUST BE SUBMITTED TO THE HOUSE OF REPRESENTATIVES
OFFICE OF PROFESSIONAL DEVELOPMENT BY MAY 31, 2016.**

The above items can be emailed to internprogram@myfloridahouse.gov, faxed to 850.410.0095, or sent to the address below. 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 INTERN PROGRAM
327 THE CAPITOL
402 SOUTH MONROE STREET
TALLAHASSEE, FL 32399-1300

II. INSTRUCTIONS

To download the application:

Right click on the link and choose "Save". Then select where you would like to save the file on your computer. You must use Adobe Reader (free) to fill out the documents. On Mac, you must right click, select "Open with", and choose [Adobe Reader](#). The form will not work in Apple's Preview application.

To submit the application:

Click "Submit" at the bottom of the application. This will open a dialog box. Select if you would like to send through the default mail program on your computer. If you would like to send your application via email, save your completed application and attach to an email addressed to internprogram@myfloridahouse.gov.

Questions? Contact us at internprogram@myfloridahouse.gov with the word "Question" in the subject line.