

Mississippi State Capitol Visitor Services

400 High Street | Jackson, MS 39201 | 601.359.3114
www.legislature.ms.us | intern@house.ms.gov

Intern Application

Please fill in as completely as possible. If a question does not apply to you, please mark "NA" in the blank.
Email to intern@house.ms.gov or mail to Visitor Services, 400 High Street, Jackson, MS 39201.

Notice to applicants:

For use by students enrolled in a college/university for academic credit only. Applicants must be 18 or older.

Personal Information

Name: _____ Ms. _____ Mrs. _____ Mr. _____
Last First Middle Initial (Preferred Salutation)

Address: _____
Street Address City State Zip Code

Phone: (Day) _____ (Evening) _____ (Cell) _____

Email address: _____

Emergency Contact: _____ (1) _____ (2) _____
Name Relationship Phone (list two)

Educational/Academic Information

Student Status: _____

College/University: _____

Degrees/Major: _____

GPA: _____

Licenses and Certifications: _____

Work/Volunteer Experience (Current or Most Recent)

Position: _____

Organization: _____

Duties: _____

Length of Employment/Service: _____

Relevant Skills/Training/Hobbies: _____

References (Please provide two who are not related to you.)

Mr./Ms./Dr. _____

Title and/or Organization: _____

Address: _____ City/State/Zip: _____

Daytime Phone: _____ Email: _____

Relationship: _____

Mr./Ms./Dr. _____

Title and/or Organization: _____

Address: _____ City/State/Zip: _____

Daytime Phone: _____ Email: _____

Relationship: _____

Availability

Visitor Services Interns are stationed at the front desk to assist guests, staff, and volunteers. This includes conducting tours. Approximate intern timeframes are available during two shifts: 8:30 a.m. – 1p.m. and 12:00 – 4:30 p.m. Hours/number of days may vary depending on need and to obtain required total hours. (Guided tours for the general public are at 9:30 a.m., 11 a.m., 1 p.m., and 2:30 p.m.)

Available	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings 8:30 a.m. – 1 p.m.					
Afternoons 12 p.m. – 4:30 p.m.					

Why would you like to intern with Visitor Services at the Mississippi State Capitol?

Comments/Additional Information:

Signature _____ **Date** _____

Thank you for your interest in an internship with Visitor Services at the Mississippi State Capitol. We look forward to considering your application for placement.

For office use only:

Date Received: _____ By: _____