**Legal Internship with Connecticut Department of Veterans’ Affairs**

**Who We Are and What We Do:**

The Connecticut Department of Veterans’ Affairs mission is “Serving those who Served.” We accomplish this mission through, among other things, the operation of the State’s chronic care hospital for Veterans along with a Veterans’ residential program and substance abuse recovery program at our Rocky Hill Campus. The DVA is also responsible for the administration of the State’s three Veterans’ cemeteries, the State’s Wartime Service Medal program and the Office of Advocacy and Assistance which assists Veterans in filing nearly 1,000 benefit and pension claims annually.

**What We Offer:**

Internships and Externships for course credit (with authorization by student’s college or university). Interns have an opportunity to learn about the legal and legislative processes engaged in by a State Agency which includes reviewing and drafting of contracts, memorandums of agreement, agency policies and regulations.  Processing of Freedom of Information Act requests and assisting with formal processing and response to administrative petitions, complaints and appeals pursuant to state and federal statute. Legislative duties include assisting in drafting of legislative proposals, identifying, reviewing and tracking of proposed legislation in General Assembly that applies to the DVA, Veterans or service members in Connecticut.

**Who Should Apply:**

Law or graduate students or undergraduate students with experience in public administration. Military experience preferred but not required.

**What We Look For:**

Applicants should have an interest in the law and public administration related to veteran and service member issues, be able to communicate clearly, have strong research and writing skills and computer proficiency.

**How and When to Apply:**

All prospective interns must complete the application available on the DVA

Website: [www.ct.gov/ctva/](http://www.ct.gov/ctva/lib/ctva/forms/legal_internship_program_and_application.docx)

The completed application should be submitted with a current resume and brief sample of your legal or analytical writing to: Thomas J. Saadi, Chief of Staff & General Counsel at: thomas.j.saadi@ct.gov.

Summer (June-August) generally between Feb. 1 and March 15, although exceptions may be made; Fall Semester (September-December) and Spring Semester (January-May): rolling admission Applications are considered as they are received, so students are advised to apply early.

**Connecticut Department of Veterans’ Affairs: Internship Application**

We appreciate your interest in the **Connecticut Department of Veterans’ Affairs** (DVA). Please complete the following application and submit electronically with your resume and a brief sample of your legal or analytical writing in Word or PDF format. We will confirm receipt of your submission and contact you following its review.

**Section 1: Applicant Information**

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Last Name First Name MI

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Mailing Address (P.O. Box or house number and street) Apartment # if any

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City State Zip Code

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please consider me for: [ ]Fall [ ]Spring [ ]Summer

**Section 2: School Information/References**

[ ]Law Student [ ] Graduate Student

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you eligible for outside funding (such as a grant, stipend, or work study)? \_\_\_\_\_\_\_\_\_

School Internship Program Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What languages do you speak: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal reference: (include name and contact information)

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Personal reference: (include name and contact information)

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What days do you plan to intern? \_\_\_\_\_\_\_\_\_\_

What hours do you plan to intern? \_\_\_\_\_\_\_\_\_\_

**Section 4: Supplemental Information**

Please list most recent internships, volunteer activities and employment **NOT detailed in your resume**. (Include the name of organization or employer, contact information and a brief description of your duties:)

S**ection 5: Rules of Conduct and Conflict of Interest**

DVA interns are subject to the Code of Conduct for Public Officials and State Employees. All interns will be required to sign a confidentiality agreement, ethics policy acknowledgement and computer usage agreement, among other forms, during an orientation prior to beginning work in the DVA. Legal interns are also bound by the Connecticut Practice Book: Rules of Professional Conduct.

**Section 6: Applicant Certification**

Signature Required: By signing or typing my name on the signature line below, I am certifying that the statements made by me on this application form and attachments are true and complete to the best of my knowledge, and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal. All statements made on this application, including employment information, are subject to verification as a condition of interning with the Connecticut Department of Veterans’ Affairs.

**Applicant signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

(Signature is required)