

# ONTARIO PC

## INTERNSHIP PROGRAM APPLICATION 2017

Page 1

**Eligibility:** Applicants must be enrolled in a post-secondary institution as of February 1, 2017.

**Instructions:** Please fill out the following forms completely, legibly and accurately. A valid application has four components: the application form, written answers to the essay questions, cover letter and resume including references. Ensure all components are fulfilled before submitting your application.

**Deadline:** The application deadline is 5:00 p.m. EST on February 28, 2017. Only applications received as of the deadline will be considered.

**Requirements:** Interns must be flexible and open to learning and participating in a variety of situations.

- Experience in politics and campaigning at any level of government.
- Excellent communication skills
- Strong interpersonal skills

**Duties of Intern:** Interns will assist with a variety of special projects for either PC Research Services or the PC Caucus. Possible activities include research, data management, outreach activities and other duties as assigned.

**Hours:** The intern can expect to work full-time (40 hours) from approximately May 2, 2017 to August 26, 2017. This is flexible depending on activities.

### PERSONAL & CONTACT INFORMATION

Name			
Mr. / Ms. / Mrs. / Miss	First	Middle	Last

Telephone Number (include area code)			
Home	Cell	Work	Other

Permanent Mailing Address		School Mailing Address (if applicable)	
Street		Street	
City	Province	City	Province/State
Postal Code		Postal / Zip Code	Valid Until
Email Address			

Education		
Institution	Area of Study	Expected Completion

Language Proficiency			
Language	Spoken Proficiency	Written Proficiency	First Language (indicate with "X")

### WRITTEN ESSAYS

*Please compose two short essays in response to the questions below. They should be no longer than 500 words. Include as an attachment during submittal in either .doc or .rtf file formats.*

1. Why do you feel that you are the best candidate for an intern position?
2. What is a progressive conservative?

### COVER LETTER / RESUME / REFERENCES

*Please attach your cover letter and resume along with at least two references to this application.*

### SUBMISSIONS

*Submit your application by email to [resumes@pc.ola.org](mailto:resumes@pc.ola.org).*

You will be sent an email confirmation when your application has been received.

# ONTARIO PC

## ADMINISTRATION SKILLS QUESTIONNAIRE

Page 2

### CONTACT INFORMATION

#### Name

Mr. / Ms. / Mrs. / Miss	First	Middle	Last
-------------------------	-------	--------	------

Contact Number for Interview (include area code)

### ON A SCALE OF 1-5, HOW WOULD YOU ASSESS YOUR COMPUTER SKILLS? (CHECK ONE)

1 - WEAK       2       3 - NEUTRAL       4       5 - STRONG

### HAVE YOU HAD ANY EXPERIENCE WORKING WITH DATABASES OR SPREADSHEETS? (CHECK ONE)

Yes       No

### WHICH OF THE FOLLOWING PROGRAMS ARE YOU FAMILIAR WITH? (CHECK ALL THAT APPLY)

<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Internet Explorer
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Adobe Photoshop
<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Microsoft Office Outlook	

### LIST TWO STRENGTHS AND TWO WEAKNESSES YOU HAVE IN THE WORKPLACE. (USE THE SPACE BELOW)

TWO STRENGTHS:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TWO WEAKNESSES:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ON A SCALE OF 1-5, PLEASE INDICATE YOUR PROFICIENCIES? (CHECK ONE FOR EACH)

RESEARCH (literature reviews, etc.)	<input type="checkbox"/> 1 - WEAK	<input type="checkbox"/> 2	<input type="checkbox"/> 3 - NEUTRAL	<input type="checkbox"/> 4	<input type="checkbox"/> 5 - STRONG
ADMINISTRATION (scheduling, etc.)	<input type="checkbox"/> 1 - WEAK	<input type="checkbox"/> 2	<input type="checkbox"/> 3 - NEUTRAL	<input type="checkbox"/> 4	<input type="checkbox"/> 5 - STRONG
WRITING (correspondence, etc.)	<input type="checkbox"/> 1 - WEAK	<input type="checkbox"/> 2	<input type="checkbox"/> 3 - NEUTRAL	<input type="checkbox"/> 4	<input type="checkbox"/> 5 - STRONG
ORAL COMMUNICATION (answering telephones, etc.)	<input type="checkbox"/> 1 - WEAK	<input type="checkbox"/> 2	<input type="checkbox"/> 3 - NEUTRAL	<input type="checkbox"/> 4	<input type="checkbox"/> 5 - STRONG