



**Iowa**  
**Legislative**  
**Page Program**

**Application Package**  
**2021 Legislative Session**

**Internet Site: <http://www.legis.iowa.gov>**

**Deadline – Friday, October 9, 2020**

## **GENERAL**

Each year the Iowa Senate and the Iowa House of Representatives employ ambitious high school juniors and seniors of high academic standing to serve as Pages for the legislative session. To be eligible, applicants must be at least 16 years old by January 11, 2021. Pages will be permitted to participate in official school functions and social activities whenever possible. Pages will begin work on January 11, 2021, and work the entire legislative session that should be finished around the beginning of May 2021.

Serving as a Page is a professional working environment. Pages learn to accept a large degree of personal responsibility for their work, and the experience helps prepare them for the future demands of academic and professional careers. They learn to respond to organizational priorities and directives and to uphold the standards of confidentiality and professional service. Pages gain a greater understanding of the lawmaking process.

Pages also develop meaningful friendships with others and a sense of belonging to a time-honored tradition of public service. They meet and relate to a large group of people from around the state and begin learning how to make good personal decisions as they manage their finances, transportation, work demands, housing, and new friendships.

Pages will be expected to exercise extreme discretion throughout their stay in Des Moines. This includes being pleasant, courteous, and helpful to all persons. Adherence to all legislative policies and procedures is expected, including strict adherence to policies regarding gifts, sales of goods and services, sexual harassment, and substance abuse. **The use of drugs or alcohol may result in immediate dismissal.**

Pages report to work each morning at 8:00 a.m., unless a specific duty requires otherwise, and remain until 4:30 p.m. or the Legislature adjourns for the day.

The Legislature often does not work on Fridays during the early part of the legislative session and Pages would work for only four days during these weeks. Pages are paid for a minimum of 40 hours per week (whether or not they are required to work a full week) unless they are unavailable for work and not otherwise eligible for pay as provided in these guidelines.

### **Duties of a Senate Page**

Pages are assigned to chamber benches for general assignments, sergeant-at-arms desk, Senate telephone switchboard, and to assist the President and Secretary of the Senate. Pages respond to requests from Senators and staff at their desks in the chamber, assist Senators and staff in committee meetings, and sometimes assist with the handling of Senate materials and supplies. Pages stationed at the switchboard take notices of incoming telephone calls to Senators. Pages assist in filing and distributing bills, calendars, and journals.

### **Duties of a House of Representatives Page**

Pages provide invaluable assistance to Representatives and House staff by assisting with the switchboard, delivering messages, running errands, and distributing bills and amendments. Pages respond to individual requests from Representatives and staff. Pages also staff committee meetings and help the chairperson's clerk by handing out materials needed during the meetings. Pages will interview to work directly for the Speaker of the House, the Republican and Democratic leaders, and the office of the Chief Clerk.

### **Duties of a Legislative Service Agency Page**

The Legislative Services Agency is a nonpartisan agency whose purpose is to provide legal bill drafting, committee staffing, and fiscal analysis services to the Iowa General Assembly. Materials generated by LSA are of a confidential nature and must be treated as such. Pages provide an indispensable service by delivering documents to the legislators, LSA staff located in the Statehouse and Miller building, Governor's Office, state agencies, and others.

## **UNIFORMS and SALARY**

All Pages wear a uniform provided to them by the chamber they are employed with, as follows: Senate & Legislative Services Agency Pages wear maroon blazer and gray dress slacks, and House of Representatives Pages wear navy blazer and gray dress slacks. Comfortable black, dress-type shoes and white shirts or blouses are also required for both male and female Pages. An appropriate tie is required for male House and Senate Pages.

Pages will receive \$9.14 per hour for 40 hours per week. Pay periods are every two weeks.

While not covered by state health and life insurance benefits, Pages are covered under the Workers' Compensation Law for any injuries that may occur on the job.

Unexcused absences will not be tolerated and may result in immediate dismissal. Pay will not be granted for unexcused absences.

## **HOUSING and TRANSPORTATION**

**ALL LIVING ARRANGEMENTS ARE UNSUPERVISED.** It is suggested that, if possible, housing be arranged with family members, family friends, church members, or other groups with whom the Page or Page's family members have known associations. Parents and guardians are asked to carefully consider this aspect of the program and not recommend students whom they believe should live and work in a supervised environment.

We urge parents and Pages to discuss how close to the Capitol Building Pages need to live and to investigate the types of tenants some housing arrangements attract and to plan accordingly. Various hotels and apartment buildings are available; however, it is becoming difficult to arrange for housing in Des Moines due to the short length of time Pages are here. Many apartment managers are reluctant to rent to groups of unsupervised high school students.

**PAGES MUST ARRANGE THEIR OWN TRANSPORTATION.** Although Pages are not required to drive their own cars to and from the Capitol, public transportation is only available in the evening on an hourly basis until 9:30 p.m. and the Legislature may work later than 9:30 p.m.

## **SCHOOLING**

All individuals selected must make their own arrangements with school officials for fulfilling all high school requirements. Tutoring is not furnished. Students have often received assignments by correspondence or have returned home on weekends to attend classes or tutoring sessions. Many schools grant credit for a student's work in the Legislature. It is strongly recommended that Pages take only one or two courses for the semester they work as Pages in Des Moines. For most Pages it would be difficult to keep up with a greater workload. Please be certain that the implications of missing a semester of school have been thoroughly discussed with the appropriate school counselor, and that the school is willing to assist in whatever manner is necessary to maintain a Page's coursework and grade-point average.

## **CONDUCT**

Pages are employees of the House, Senate, or LSA as appropriate. As such, Pages are expected to comply with all applicable employment laws and rules. In addition, Pages are expected to comply with the state ethics laws, Chamber rules, and the appropriate personnel handbook. Use of illegal alcohol, drugs, or the admitted or actual conviction of law may lead to termination.

## **APPLICATION PROCEDURE**

All parts of the application must be returned **no later than October 9, 2020**. **Applications will be accepted via on-line**. On the application, check each chamber that you wish to apply with. Also listed is a phone number for more information from each agency.

**Secretary of the Senate's Office, Iowa Senate, (515) 281-5307**  
**Chief Clerk's Office, Iowa House of Representatives, (515) 281-5383**

A checklist of all items that should be returned is included, as well as hints on preparing the application package.

**Persons no longer able or wishing to be a Page at any time after submitting an application are requested to notify the proper chamber(s) immediately.**

After the applications have been screened, some applicants will be invited to the Capitol Building in Des Moines for a personal interview. Pages are selected on a nonpartisan basis according to their apparent ability to perform the responsibilities assigned. No application will be automatically rejected, but it is likely that applicants who have maintained a high grade point average, and have participated in extracurricular, community, recreational, and governmental activities, will be selected.

The Senate and House of Representatives select Pages through in person interview processes.

## **HINTS ON PREPARING THE APPLICATION PACKAGE**

### **Personal Information Form**

Your cumulative high school grade point average must be converted to a 4.0 scale if your school does not use a four-point scale as the basis for issuing grades.

It is requested that you be as detailed as possible in describing the employment, school, government, and community activities in which you have engaged. Your list of government activities may include local, state, and national political campaign work. It may also include student government or mock government experience. ***Please list your political activities in a manner that will not identify your political party.***

The written statement you are asked to provide should state the reasons you would like to work as a Page and the benefits you expect to derive from the work. ***Bear in mind that it is from this written statement and your application form that interviewers formulate an initial impression of you.***

### **Letters of Recommendation (maximum of one)**

At least one letter of recommendation must be submitted with your application package. This letter should preferably be a reference letter from your most recent employer, past or current teacher, extracurricular teacher, project leader, or other nonrelative. The reference letter should comment on your work ethic, work habits, attitude, ability to follow instructions, people skills, punctuality, dependability, relationships with fellow workers or students, etc.

### **Parental Consent Form and Letter**

Make sure the parental consent form is completed and that your parent's letter is attached.

## **Schedule for Page Selection**

October 9 ..... Applications due  
October 26 through October 30 ..... Interviews

*Applicants will be notified of the exact date and time of the interview.*

As soon as all interviews have been completed and decisions made, Pages who have been selected will be notified by telephone or email.

# ***CHECKLIST FOR COMPLETED APPLICATION PACKAGE***

## **Personal Information Form**

- Personal Information Form with list of activities as an attached document
- Written statement (reasons for wanting to become a Page)
- Letter of recommendation please include at least one letter with your application

## **School Resume Form**

- Transcript (please attach, as an attached document)

## **Parental Consent Form**

- Form completed
- Parent's letter – Stating why their child is ready to be a page
- Parental signature(s)

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**PERSONAL INFORMATION FORM**

(APPLICANT, please apply on-line, <https://www.legis.iowa.gov/careers>)

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(City) (County) (Zip)

Home Telephone\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Cellular Telephone\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Email Address \_\_\_\_\_

Birth Date\_\_\_\_\_ Age\_\_\_\_\_ (must be at least 16 by January 3, 2020)

Name of High School \_\_\_\_\_

Address of High School \_\_\_\_\_

Grade in High School (as of September 2020) Junior Senior (please circle one)

Cumulative High School Grade Point (through June 2020) \_\_\_\_\_ (on a 4.0 scale)

Date of 1st Semester Final Exams \_\_\_\_\_

Courses and school activities applicant will be taking or participating in during the 2021 Spring semester, if selected as a Page (if none, enter "NONE")

\_\_\_\_\_  
\_\_\_\_\_

Name of your State Senator \_\_\_\_\_

Name of your State Representative \_\_\_\_\_

Congressional district in which you reside (Circle one) 1st 2nd 3rd 4th

Did you apply to be a Page last year? (Circle one) Yes No

Where would you like to apply to serve as a Page, mark all that apply? A copy of this application will be provided to each selected Chamber.

Senate

House

Legislative Services Agency

*"I agree not to use illegal drugs, alcohol, or tobacco products during my employment as a Page. I understand that inappropriate behavior on my part while serving as a Page may result in my immediate dismissal from the program."*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**State the type, length, and responsibilities of your employment experiences**

(please indicate whether year-round or summer only - you may attach additional pages)

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**List high school activities in which you have participated**

(please include the length of time involved - you may attach additional pages)

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**List community activities in which you have participated and the extent to which you were involved**

(you may attach additional pages)

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**List government-oriented activities and the extent to which you have participated**

(please do not mention political parties or particular candidates - you may attach additional pages)

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**List your hobbies and recreational activities** (you may attach additional pages)

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***Attach a typed written statement of about 200 words to this application form stating reasons you would like to become a Page.***

# IOWA LEGISLATIVE PAGE APPLICATION

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## PARENTAL CONSENT FORM

(PARENT OR GUARDIAN OF PAGE APPLICANT, please print or type the information required below)

Name of Page applicant \_\_\_\_\_

Name(s) of parent or guardian \_\_\_\_\_

Parent's (or guardian's) Home telephone number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Home address of parent or guardian \_\_\_\_\_

\_\_\_\_\_  
(City) (County) (Zip)

Father's (or guardian's) business or cellular telephone \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_  
(City) (County) (Zip)

Mother's (or guardian's) business or cellular telephone \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_  
(City) (County) (Zip)

Physician's or alternate adult's name \_\_\_\_\_

telephone \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(City) (County) (Zip)

**I have carefully reviewed the information provided in the attached booklet.**

I consent to my daughter/son serving as a Legislative Page during the next regular session of the Iowa General Assembly. I understand that, if selected, time will be lost from school.

**I further understand that it is the Page's responsibility to make arrangements for housing and that these arrangements are not supervised and the hiring legislative chamber is not responsible in any way for the Pages when they are not officially engaged in legislative business. I understand that my daughter/son will be responsible for transportation to and from work, which may include evenings after midnight.**

On an attached letter, please comment on your daughter's/son's ability to perform the work of a Page and her/his ability to live in Des Moines in unsupervised housing. Please describe the type of arrangements you might anticipate using for housing.

\_\_\_\_\_  
Parent's (or guardian's) signature/Date

\_\_\_\_\_  
Relation to Page applicant

\_\_\_\_\_  
Parent's (or guardian's) signature/Date

\_\_\_\_\_  
Relation to Page applicant