



Iowa
Legislative
Page Program

Application Package
2018 Legislative Session

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

Deadline - Friday, October 6, 2017

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 16 years old by January 8, 2018. Pages will be allowed to participate in their official school functions and social activities whenever possible. Most Pages will begin work on January 8, 2018, and work the entire legislative session, which should be finished around the end of April 2018.

Serving as a Page in a professional working environment will contribute to the participant's confidence and self-esteem. Because Pages learn to accept a large degree of personal responsibility for their work, the Page experience helps prepare them for the future demands of their academic and professional careers. They will learn to respond to organizational priorities and directives and to uphold the standards of confidentiality and professional service. Pages learn the inside workings of government and lawmaking.

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 4:45 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

On a rotating basis, Pages are assigned to chamber benches for general assignments, and to the bill room, journal office, sergeant-at-arms desk, Senate telephone switchboard, and to assist the President and Secretary of the Senate in the well. General-duty 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. Bill room Pages assist in filing and distributing bills, calendars, and journals. Well Pages assist the President and Secretary of the Senate during debate. Page scheduling and work assignments are supervised directly by the sergeant-at-arms.

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 by handling materials needed during the meetings. Some Pages will be chosen 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 a maroon blazer and beige dress slacks, and House of Representatives Pages wear a 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 Senate Pages.

Pages will receive \$9.05 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.

APPLICATION PROCEDURE

All parts of the application must be returned **no later than October 6, 2017**. We prefer you file your application electronically, but you may also send the package to either the Senate or the House of Representatives. On the first page of the application, check each chamber (including the one you are responding to) that you would like a copy of the application package given to. Also listed is a phone number for more information from each agency.

**Secretary of the Senate's Office, Iowa Senate, Statehouse, Des Moines, IA 50319 (515)
281-5307**

**Chief Clerk's Office, Iowa House of Representatives, Statehouse, Des Moines, IA 50319 (515)
281-5381**

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 separate 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 6.....Applications due
October 23 through October 27Interviews

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 (Included in this booklet)

- Form completed
- Written statement (reasons for wanting to become a Page)
- Letter of recommendation please include at least one letter with your application

School Resume Form (Included in this booklet)

- Transcript (please attach)

Parental Consent Form (Included in this booklet)

- Form completed
- Parent's letter (please attach)
- Parental signature(s)

THE APPLICATION PACKAGE SHOULD BE DELIVERED TO ONE OF THE FOLLOWING:

Secretary of the Senate's Office

Iowa Senate
Statehouse
Des Moines, IA 50319
(515) 281-5307

Chief Clerk's Office

Iowa House of Representatives
Statehouse
Des Moines, IA 50319
(515) 281-5381

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PERSONAL INFORMATION FORM

(APPLICANT, please print or type the information required below)

Date _____

Name _____

Address _____

_____ (City) _____ (County) _____ (Zip)

Home Telephone _____/_____/_____ Cellular Telephone _____/_____/_____

Email Address _____

Birth Date _____ Age _____ (must be 16 by January 8, 2018)

Name of High School _____

Address of High School _____

Grade in High School (as of September 2017) **Junior** **Senior** (please circle one)

Cumulative High School Grade Point (through June 2017) _____ (on a 4.0 scale)

Date of 1st Semester Final Exams _____

Courses applicant will be taking during the 2018 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? A copy of this application will be provided to each selected Chamber.
Senate **House** **Legislative Services Agency**

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

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)

List high school activities in which you have participated

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

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

(you may attach additional pages)

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)

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

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

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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