



PrepareRI

Internship Program

Application Instruction Sheet

Thank you for your interest in the PrepareRI Internship Program. Please read through the application before applying to make sure you are eligible for the PrepareRI Internship Program.

The PrepareRI Internship Program is funded by the RI Governor's Workforce Board and is operated by Skills for Rhode Island's Future (SkillsRI). For questions about this application process, **please call SkillsRI at 401-680-5960**.

ABOUT THE INTERNSHIP

The PrepareRI Internship Program is an intense work-based learning experience where rising high school seniors (current juniors) are placed in a 6 to 8 week paid summer internship. Students selected into the program will make **\$11.25/hour** and earn **up to 6 college credits**.

We are looking for **300 current high school juniors** highly motivated to learn and wanting to explore the world of work. We **DO NOT** require a certain grade point average (GPA) or attendance record. We believe in creating access to high-quality work-based learning opportunities for students of all abilities.

If you want to learn more about the program before you apply, we are here to answer questions. **Please call Skills RI at 401-680-5960** and ask about the PrepareRI Internship Program.

INTERNSHIP ELIGIBILITY REQUIREMENTS

- Attend Rhode Island public school
- Junior in high school (2018/2019 school year)
- Rhode Island resident
- Minimum of 16 years of age by March 1, 2019
- Eligible to work in the United States
- Parental/Guardian consent to participate
- Complete online PrepareRI Internship Application
- Complete interview with Skills RI and/or with employers

- Attend 40-hour work-readiness training scheduled for June 24-28, 2019 from 8:30am- 5:30pm*
- Commit to at least 150 hours of work over a 6 – 8 week period from July 1 – August 23, 2019
- Have a flexible schedule for work

* Accommodations for work-readiness training may be made for conflicts with school-sanctioned events but not guaranteed

APPLICATION & PROGRAM TIMELINE:

- **December 3, 2018:** Application opens
- **February 1, 2019:** Application due by 11:59 pm. Incomplete or late applications will NOT BE CONSIDERED
- **February 1 – March 29, 2019:** Mandatory student-parent/guardian orientation sessions. Notices with dates will be sent to all eligible applicants
- **March 1 – April 30, 2019:** Student interviews and employer matching
- **May 31, 2019:** Student notified of acceptance into the program and internship employer placement
- **June 24 - 28, 2019:** Mandatory work readiness boot camp for selected students
- **July 1 – August 23, 2019:** Internship takes place. Student must commit to at least 150 hours. Internship will be from 6 to 8 weeks in length based on employer demand
- **August 23, 2019:** Graduation day

ONLINE APPLICATION:

Applications open on December 3, 2018 and are due by February 1, 2019 at 11:59 pm. Late applications or incomplete applications will not be accepted.

Applications will only be accepted online here: www.skillsforri.com/prepare-ri-internship-program. Paper applications will NOT be accepted.

You may start and save your application online. To save your application and return to complete at a later time, you will need to create a log-in account. We strongly encourage you to write down your log-in account information and the save your work along the way.

If you **need help filling out the application**, please contact your **school career coordinator, school guidance counselor or school principal**. If you have any trouble saving or submitting your application please contact **Jenny Pichardo** (SkillsRI) at **401-680-5978** or jpichardo@skillsforri.com.

Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame Jenny Pichardo, Skills for Rhode Island's Future al (401) 680-5978 para pedir asistencia en traducir y entender la información en este documento.

SkillsRI is an Equal Opportunity Employer and program provider. Auxiliary aids and services are available upon request to individuals with disabilities. TTY via RI Relay 711. Language access services in your preferred language can be provided at no cost to you. Call (401) 680-5960 for assistance in the translation and understanding of the information in this document.



PrepareRI

Internship Program

2019 Application Form

STUDENT INFORMATION:

1. First Name_____Middle Initial_____Last Name_____
2. Cell Phone Number Area Code_____Phone Number_____
3. E-mail Address. Please note: this should be personal email address such as Gmail or Yahoo not a school email address. School email addresses may be blocked by firewalls and not be able to receive communication from Skills RI.
4. Home Address: _____
5. City_____State_____Zip_____
6. High School Name (please select from the drop down menu)
7. Date of Birth (MM/DD/YYYY)
8. What is the best way to reach you?
 - Phone call
 - Text Message
 - E-mail
 - Parent/guardian phone

STUDENT DEMOGRAPHIC INFORMATION

Demographic data will only be used for grant funding purposes. This information will not be used in the selection process.

1. Gender

- Female
- Male
- Transgender
- Prefer not to say
- Other (please specify)_____

2. Race/Ethnicity

- Asian
- Black
- Hispanic
- Multiracial
- Native American
- Pacific Islander
- White
- Other (please specify)_____
- Prefer not to say

3. Primary Language Spoken

- English
- Spanish
- Portuguese
- Other (please specify)_____

4. GPA, if known (note: there is no GPA eligibility requirement to apply)

- Higher than 4.0
- 3.6-4.0
- 3.1-3.5
- 2.6-3.0
- 2.1-2.5
- 2.0 or below
- I am not sure
- My school does not calculate GPA

5. How many days have you been absent this school year (note: there is no attendance requirement to apply)?
- 0-4 days
 - 5-10 days
 - 11-15 days
 - 15+ days
 - I am not sure

STUDENT EMPLOYMENT AND ELIGIBILITY INFORMATION

6. If selected for the PrepareRI internship program you will need to document eligibility to work in the United States. Below is a list of acceptable documentation, please select any of the following documents you can provide:
- Photo ID (such as driver's license, permit or State ID card)
 - Original birth certificate
 - Social security card
 - US Passport or US Passport Card
 - Permanent Resident Card aka Green Card (non-US citizens)
 - Employment Authorization Document Card (Form I-766 for non-US citizens)
7. Do you currently have a job?
- Yes
 - No
8. If selected to attend the mandatory work-readiness boot camp, you will need to be available from 9:00 AM - 5:00 PM from June 24 – 28, 2019. Are you available during this time?
- Yes
 - No
9. If selected for the internship, you will need to be available 25-35 hours per week during the summer (July1 – August 23). Are you available during this time?
- Yes
 - No

10. Please explain any activities that may interfere with your summer availability (e.g. summer school, family vacation, camps, sports practice, other job, etc.).
11. If selected for the internship, you will need to provide your own transportation to and from your worksite and any other mandatory activities. While every effort will be made to place you at a worksite that is close to your home, we cannot guarantee this. What is your transportation plan?
- Bus
 - Car
 - Rides from family/friends
 - Other (please specify)_____
12. If your transportation plan is public bus will you need a bus pass?
- Yes
 - No
 - I am not sure

CAREER INTEREST QUESTIONS

13. Please select your top 3 career areas of interest:
- Agriculture, Food & Natural Resources
 - Architecture & Construction
 - Arts, A/V Technology & Communications
 - Business Management & Administration
 - Education & Training
 - Finance
 - Government & Public Administration
 - Health Science
 - Hospitality & Tourism
 - Human Services
 - Information Technology
 - Law, Public Safety, Corrections & Security
 - Manufacturing
 - Marketing
 - Science, Technology, Engineering & Mathematics
 - Transportation, Distribution & Logistics
 - Other (please specify)_____
14. Briefly explain why you selected your top areas of interest (200 word limit).
15. What do you plan to do after you graduate from high school?
- College/Technical School
 - Work/Apprenticeship
 - Military
 - Not sure

ESSAY QUESTIONS

16. Why are you interested in the PrepareRI Internship Program? Describe what you want to learn from this experience and your motivation for working this summer (300 word limit).

17. Describe a time when you demonstrated responsibility and/or leadership skills (300 word limit).

18. Describe a time when you wish you had a second chance to do something over (300 word limit).

19. List any relevant skills that you have (e.g. computer skills, creative design, web design, culinary, building, etc.).

20. If applicable, list any volunteering or extracurricular activities in which you have participated.

PARENT/LEGAL GAURDIAN INFORMATION

21. First Name _____ Middle Initial _____ Last Name _____

10. Cell Phone Number Area Code _____ Phone Number _____

21. Email address _____

22. Relationship

- Mother
- Father
- Other (please specify) _____

SUBMITTING THE APPLICATION

Before submitting your application, please review all of your answers. When you are ready to submit, read the text below and type your name.

By typing my name below:

- I affirm that the information I have shared is true to the best of my knowledge;
- I understand that by completing this application, I am not guaranteed an internship placement;
- I understand I will need to complete the 40-hour work-readiness training the week of June 24 – 28, 2019;
- I understand if selected, I need to commit to 150 hours of work from July 1 – August 23, 2019;
- I affirm that my parent/guardian knows that I am applying for this internship opportunity and support my participation in the PrepareRI Internship Program.

Type First and Last Name