



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 401-680-5978**.

ABOUT THE INTERNSHIP

The PrepareRI Internship Program is a rigorous work-based learning experience where current juniors are placed in a 6 to 8 week paid summer internship. Students selected into the program will make **\$11.25/hour** and can earn **up to 4 college credits**.

We are looking for **375 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 401-680-5978** and ask about the PrepareRI Internship Program.

INTERNSHIP ELIGIBILITY REQUIREMENTS

- Attend Rhode Island public school
- Junior in high school (2019/2020 school year)
- Rhode Island resident
- Minimum of 16 years of age by March 1, 2020
- 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 22-26, 2020 OR June 29- July 3, 2020 from 8:30am- 5:30pm*
- Commit to a minimum of 150 hours of work AND a minimum of 6 weeks and maximum of 8 weeks between June 29 – August 21, 2020
- Have a flexible schedule for work during the summer of 2020

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

APPLICATION & PROGRAM TIMELINE (SUBJECT TO CHANGE)

Phase 1: Application

- **November 1, 2019:** Application goes live
- **December 31, 2019:** Application due by 11:59 pm.
Incomplete or late applications will NOT BE CONSIDERED
- **January 10, 2020:** Decisions for Phase 2 advancement

Phase 2: Orientations & In-School Interviews

- **January 13 – February 14, 2020:** Mandatory student-parent/guardian orientation sessions. Notices with dates will be sent to all eligible applicants
- **February 17 – March 20, 2020:** In-school student interviews
- **March 23 – April 3, 2020:** Decisions for Phase 3 advancement

Phase 3: Employer Matching & Final Selection

- **March 3, 2020 – May 29, 2020:** Student matching and employer interviews
- **May 29, 2020:** Final decisions
- **May 22, 2020 – June 19, 2020:** Matched students and employer onboarding

Phase 4: Internship

- **June 22 - 26, 2020 OR June 29 – July 3, 2020:** Mandatory work readiness boot camp for selected students
- **June 29 – August 21, 2020:** Internship takes place. Student must commit to at least 150 hours. Internship will be a minimum of 6 and maximum of 8 weeks in length based on employer demand
- **August 20, 2020:** Graduation day
- **August 21, 2020:** Last day of all internships

ONLINE APPLICATION:

Applications open on November 1, 2019 and are due by December 31, 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 (SkillsRI) at **401-680-5978** or prepareri@skillsforri.com.

Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame a 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) 680-5978 for assistance in the translation and understanding of the information in this document.

2019-2020 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 22 – 26, 2020; OR June 29- July 3, 2020. Are you available during this time?
- Yes
 - No
9. If selected for the internship, you will be required to work 25-35 hours per week from June 29 – August 21. Work hours will be between 6:00AM – 9:00 PM, Monday – Saturday. Will you have a flexible schedule to work the minimum requirements? (Please Note: You will not be required to work more than 8 hours per day or 5 days per week.)
- Yes
 - No
10. Please select any activities that may interfere with your availability to work during the summer.
- Summer School
 - Family Vacation
 - Summer Camp
 - Sports Practice
 - Other Job
 - Other _____
11. If you selected any activities above, please specify how they will interfere with your availability to work during the summer.
12. 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) _____
13. If your transportation plan is public bus will you need a bus pass?
- Yes
 - No
 - I am not sure

PREPARERI & CAREER INTEREST QUESTIONS

14. How did you hear about the PrepareRI Internship Program and why did you choose to apply? (100 word minimum; 200 word limit)
15. Please select the top 3 career areas of interest you would like to explore during the PrepareRI Internship Program:
- 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)_____
16. Explain why you would like to explore these career areas of interest and how they are relevant to your future. (100 word minimum; 200 word limit).
17. What do you plan to do after you graduate from high school?
- a. College/Technical School
 - b. Work/Apprenticeship
 - c. Military
 - d. Not sure

ESSAY QUESTIONS

18. Describe a time when you demonstrated responsibility and/or leadership skills (100 word minimum; 300 word limit).
19. Share a time when you wish you had a second chance to do something over and what you learned from it. Your example may come from school, work, volunteerism, extra-curricular activities, sports, faith-based organizations, or home. (100 word minimum; 300 word limit).

SKILLS & RESUME

20. Please select any relevant skills that you have:

- Computer
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- SharePoint
- Creative Design
- Web Design
- Culinary
- Building
- Customer Service
- Photoshop
- AutoCAD
- Video Editing (e.g. Final Cut)
- Social Media
- Welding
- Coding
- Agile
- Sequel
- Data Analytics
- Data Visualization (e.g. Tableau)
- Writing
- Other _____

21. Do you have an updated resume? Please Note: If you advance to the employer matching phase, you will be required to submit a resume. Please contact your school's Career Coordinator or SkillsRI if you need support creating a resume.

- Yes
- No

PARENT/LEGAL GUARDIAN INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Cell Phone Number Area Code _____ Phone Number _____

Email address _____

Relationship

- Mother
- Father
- Legal Guardian
- 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 22 – 26, 2020; OR June 29- July 3, 2020.
- I understand if selected, I need to commit to a minimum of 150 hours of work and a maximum of 240 hours AND a minimum of 6 weeks and maximum of 8 weeks between June 29 – August 21, 2020;
- 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