



COLORADO GOVERNOR'S ENERGY OFFICE INTERNSHIP PROGRAM & VOLUNTEER APPLICATION

APPLICATION AND SELECTION PROCESS

Applications are accepted on an ongoing basis. Candidates are matched to GEO's project needs.

An application checklist is provided below to help you assemble the required information.

Recognizing that school & work schedules vary, we will work to accommodate individual scheduling constraints. All internships are unpaid. GEO will provide letters of reference and recommendations based upon the work completion and performance of the intern.

Applicants will be notified within a month of submitting their materials if they have been selected for an interview. After completion of candidate interviews, invitations to participate in the Internship Program will be extended.

The Governor's Energy Office embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Governor's Energy Office, the Office of the Governor and the State of Colorado are equal opportunity employers.

*Your application will be considered complete when all of the items in the application checklist are received. We recommend keeping a copy of your application materials and all materials submitted with it. Please do not submit any supplemental application materials other than those specifically requested in the application checklist. From this point forward, please submit your application as one package as we will not accept or process incomplete applications. **To avoid paper waste, materials will only be accepted electronically.***

- *One copy of a fully completed application form*
- *Cover letter (no more than one page)*
- *Resume (no more than two pages)*
- *Writing sample*

CONTACT INFORMATION

Please e-mail correspondence (e.g. applications, inquiries) to: Jennifer.Hampton@state.co.us
Subject: "GEO Interns & Volunteers"

PERSONAL AND CONTACT INFORMATION

Last Name

First Name

Middle Name

Current Street Address

City

State

5 Digit ZIP Code

Phone

Cell Phone

Email Address

Until what date will your current address apply?

If Different from Above:

Permanent Street Address

City

State

5 Digit ZIP Code

Phone

Where and how did you learn about the Governor's Energy Office Internship & Volunteer Program?

Date of Birth

Place of Birth

Are you a Colorado Resident?

Languages Spoken

Are you eligible to work in the United States?

REFERENCES

GEO requires that you provide two references. References may be from community or volunteer colleagues, college faculty, and/or other personal references (excluding relatives).

Reference 1:

Name

Title/Organization

Street Address

City

State

ZIP Code

Telephone (day)

Email Address

Relationship to Applicant

Reference 2:

Name

Title/Organization

Street Address

City

State

ZIP Code

Telephone (day)

Email Address

Relationship to Applicant

DECLARATION OF CRIMINAL HISTORY

Have you ever been convicted of a Felony? Yes No
If yes, when?
Please Explain:

Have you ever been convicted of a misdemeanor? Yes No
If yes, when?
Please Explain:

Have you ever been convicted of a major traffic violation? (including reckless driving, DUI, DWAI, or a hit and run) Yes No
If yes, when?
Please Explain:

Is there anything in your background which might be an embarrassment to the Governor or you if it were to become public? Yes No
Please Explain:

DECLARATION ON APPLYING

By submitting this application, I affirm that I have reviewed the entire application, and that to the **best of my belief and knowledge, the information provided is true and accurate.** I further understand that:

- I may be required to submit proof of previous employment, education, military service or any other statements in this application or in any resume or other document submitted.
- My signature below authorizes the release of this and other information covering job related factors for purposes of verification and determination of suitability for participation in the Colorado Governor's Energy Office Internship and Volunteer Program.
- Except for circumstances beyond my control, if I am accepted into and choose to participate in the Colorado Governor's Energy Office Internship and Volunteer Program, I will complete the Program in its entirety.
- If I am receiving academic credit, I am responsible for ensuring that all requirements are met.
- Respect for and strict observance of confidences shared on assignment, in seminars, and over the course of the Program is absolutely essential. Any violation of confidence is grounds for dismissal from the program.
- I consent to the Governor's Energy Office contacting references and verifying information provided on this application or in any resume or other document submitted.
- I consent to a suspicion-based drug test.
- The State of Colorado assumes no obligation of employment subsequent to the Program.
- I release the State of Colorado and its agents and employees from all liability for any damage that may result from furnishing the information in this application or conducting any investigation authorized in this Declaration on Applying.

My signature below affirms my **Declaration on Applying**.

Printed Name

*Signature

Date

* For electronic submissions, please type your initials in the signature field. By typing your initials, you affirm your Declaration on Applying.

GOVERNOR'S ENERGY OFFICE REQUIREMENTS

Please answer the following questions to the best of your ability.

Why are you interested in working with the Governor's Energy Office?

Which of GEO's program areas interests you the most? (Check all that apply)

Commercial Buildings

Residential Buildings

Greening Government

Utilities

Policy & Legislation

The Colorado Carbon Fund

Biofuels/Biomass

Income Based Services

Communications/Events

Please indicate the skills you have that you would like to share with GEO (Check all that apply)

Web Communications

Graphic Design

Typing

Marketing

Public Relations

Engineering

Fundraising

Briefly describe your computer skills (i.e. programs with which you are familiar)

Languages (please specify)

Other skills

How will your skills assist GEO with its work?

How many hours would you estimate being able to commit to GEO
per week ; per month ?

What day(s) and times are you available during the week?

What date can you begin your internship?

What date will your time with GEO need to end?

What are the goals you hope to achieve while working with GEO?