



Company Application Form

Basic Information

Company Name: _____

Contact Name: _____

Contact Address: _____

City: _____ State: _____ Zip Code: _____

Contact Email: _____

Contact Phone: _____

Number of Employees in RI: _____

Clean Energy Sector(s)

From the list below, please circle your company's primary clean energy sector(s)

Alternative
Transportation

Biofuel

Biomass

Carbon Trading

Conservation

Other:

Demand Response

Energy Efficiency

Fuel Cell

Geothermal

Green Building

Hydro

Smart Grid

Solar

Water Technology

Wind

Applicant Job Type(s)

From the list below, please circle your company's available applicant job type(s)

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Distribution | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Engineering | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Analyst | <input type="checkbox"/> Executive | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Facilities | <input type="checkbox"/> Research |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Finance | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Software Development |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Installation | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Legal | _____ |
| <input type="checkbox"/> Data
Analysis/Management | <input type="checkbox"/> Maintenance | |
| | <input type="checkbox"/> Manufacturing | |

Job Description

Please provide the job description for the position including tasks, duties, and responsibilities of the intern:

Company Information

Please describe the general nature of the applicant's business organization:

Financial Capability

Indicate below whether your company is financially able to compensate intern(s) (and any other associated costs of employment) through the program and describe the payroll system utilized. Please be aware that it is a requirement for interns to be paid on a W2 status in order for you to participate and be reimbursed through the program.

W9

Please attach a W9 for the company and submit the completed application to ref@commerceri.com:

2019 Clean Energy Internship – Industry Partner Application and Guidance

Rhode Island’s clean energy industry has seen significant employment growth with an impressive 72% increase since 2014. Over 15,800 green jobs ranging from direct construction, engineering, research, policy, professional services, energy efficiency and more! The RI Clean Energy Internship Program is designed to help provide internship opportunities in these careers. The Rhode Island Office of Energy Resources, in partnership with Commerce Rhode Island’s Renewable Energy Fund, are looking for green companies to partner with to offer internships to students for the Summer of 2019.

Your Commitment to the Clean Energy Internship Program:

- Commitment to the program and agree to the payment terms of the internship
- Provide the intern the wage including in the intern agreement
- Reporting to OER

How to have the best experience with your intern to increase retention and ensure professional development

- Set expectations and guidelines for the intern’s work ethic and how your office runs during the interview process, including office hours, dress codes, and conduct
- Discuss the objectives and goals of the position as part of the initial recruiting stage
- Determine who will be a mentor or coach for the intern – this may be someone besides their direct manager
- Create meaningful, practical work experiences that support any administrative tasks in the role
- Set measurable timelines and goals and keep the intern accountable for reporting their progress against them
- Provide candid feedback during the internship and at the end of the summer

A clear and concise job description is critical for this matching your company needs with a potential intern. For tips on writing intern job descriptions, please review the “Employer Guide: Creating a Meaningful Learning Experience for Students”.