2011 High School Internship Application Instructions

Step 1. You will need to register as an applicant below. We will ask you for:

- Name and contact information
- Your eligibility to work in the United States
- Voluntary demographic information concerning race and gender

Important Applicant Registration Information (It may be helpful for you to print out this page of instructions before you register.):

- Select ‘New Resume/CV’ button (below).
- Select the ‘Proceed without resume’ (then click Continue).
- Complete Step 1: Contact Information (then click Continue).
- Complete Step 2 – Work Authorization Status (then click Continue).
- Complete Step 3 – Additional Information (Desired pay) (then click Continue).
- Skip Step 4 – Profile Attachments (simply click CONTINUE to go to step 5).
- Skip Step 5 – Resume/Content (simply click CONTINUE to go to Step 6).
- Complete Step 6: - Voluntary Self-Identification (then click Continue to finalize your registration).

If you have questions about the applicant registration process, please contact Nancy Lee Fithian, UCAR Human Resources, 303-497-8715, nfithian@ucar.edu

Step 2. You will then go to the 2011 High School Internship website here: http://www.cbp.ucar.edu/activities/high_school_internship to obtain the Official Internship Application.

In addition, you will need to submit:

1. One personal essay
2. One letter of recommendation from a high school teacher
3. An Official transcript from your High School

If you have any questions about the 2011 High School Internship application process, please contact Karen Smith-Herman, 303-497-2590 (ksmithhe@ucar.edu)

**Remember:** Your 2011 High School Internship application will not be considered complete until you have registered on this site and you have completed the application form on the 2011 Summer Internship Program website as explained above.