

**U.S. Department of Energy (DOE) Energy**

**Efficiency and Renewable Energy (EERE)**

***Student Volunteer Internship Program (SVIP) - Application and Agreement Form***

Under the provisions of 5 U.S.C. 3111, applicants for EERE’s volunteer intern program, must submit this form as part of the application process. Submission of this form should not be considered an official offer of employment. Position placements are accepted on an ongoing basis. Position placement opportunities are available throughout the year and EERE places applicants based on availability, program needs, and selects the best candidate to meet applicant and sponsoring program requirements. Positions are limited; however, all application packages are retained for one year from the date of submission for future consideration by EERE program offices.

**Instructions:** *Complete sections 1-16* ***(Part A)*** *for application; Complete sections 17-23* ***(Part B)*** *after being contacted for possible placement/selection*

No

Yes

U.S. Citizen:

New Applicant

Extension

Modification



 Placement Request: Washington, DC  or Golden, CO 

Job Announcement Title or Program Office Preference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part A: Questions 1-16**

1.

Student’s Last Name, First Name

2. \_/ / ( ) -

 Date of Birth Cell Phone Number

3.

Home Address (Street, City, State, Zip Code)

4. ( ) -

 Personal Email Address Name and Phone Number of Relative

5. Name of college, university, or high school presently attending:

6. School address (Street, City, State, Zip Code):

7. Academic Major/Minor:

8. Other degrees/certifications:

9. Skills/Interest/Clubs/Organizations:

10. Dates enrolled at the educational institution:

11. Year:  H.S.  Freshman  Sophomore  Junior  Senior  Grad  Post Grad

12. Semester/quarter hours completed to date:

1. Dates Available for Volunteer Service: to

14. Internship Availability (please check):  Full-Time  Part-Time

15. Availability?    

 Summer

Spring

Winter

Fall

16. If requesting part-time, list days and hours a week or periods of time available:

**Part B: Internship Placement Agreement - Questions 17-23**

17. School’s responsibilities (If course credit is available, please include conditions for earning credit for the internship):

18. DOE’s Responsibilities (if course credit is available from your educational institution for volunteer service):

1. Documentation of attendance and performance. (Please outline the mutually agreed upon process between your educational institution and yourself for reporting and maintaining records, if applicable):

1. Educational Institution Official: In signing this SVIP Application and Agreement Form as an official of the educational institution, I certify that the volunteer is not enrolled in a correspondence course without credit or in a short-term, non-accredited program with this institution. I further verify the accuracy of questions 15-17. The student is enrolled not less than half-time (a student enrolled in and carrying out any combination of courses, research, projects or special studies which meets one-half or 50 percent of the academic workload standards and practices of the institution.) The student has not ceased to be a student during an interim between school years for more than five (5) months.

 Date Signature of Authorizing Official

( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print/Type) Name

Telephone

 Email of Authorizing Official (Print/Type) Title

1. In signing this Student Volunteer Service form/Agreement, I certify that all information contained herein is correct and true to the best of my knowledge. (Also please initial each page, right-hand lower corner.)

Date

Signature of Student Applicant /Print

1. In signing this Student Volunteer Service form, I, as a DOE Authorizing Official, certify that this volunteer assignment will not be used to displace any DOE employee or to staff any DOE workforce vacancy.

 Date Volunteer Mentor of Program Office Supervisor /Print

 **Miscellaneous**

DOE/EERE assumes no responsibility for costs or expenditures to applicants pursuant to all parties signing this SVIP Application and Agreement Form. This SVIP Application and Agreement Form may be amended, superseded, or otherwise modified at any time, as required by mutual consent and agreement of authorized representatives for both parties. If the applicant is offered a temporary volunteer position at DOE/EERE, this completed SVIP Application and Agreement Form becomes an Agreement for Acceptance of a Volunteer Internship between the applicant, the institution in which the student is enrolled, and DOE/EERE and becomes effective by the execution of signatures of all parties and shall continue indefinitely, unless it is terminated by mutual agreement between the student volunteer and DOE/EERE, or by either party upon 30 days written notice with the date of termination to coincide with the end of the concurrent academic quarter or semester of the school, whichever is appropriate.

1. DOE Authorizing Official

 Date Othalene Lawrence/Carrie Noonan

EERE Student Volunteer Internship Program, Coordinator