



Energy Student Ambassadors Program

Application Instructions – Please read carefully

(This application requires [Adobe Reader](#) version 8 or higher.)

1. Begin by saving the application to your computer using “Save As” including **your name** in the filename. The application is a fillable PDF form that allows your responses to be saved.
2. You **MUST** complete the **Release and Certification of Accuracy** on the last page of the application. Please check the “Yes” box and date your application. *(If you do not complete this section, your application will be considered incomplete and **WILL NOT** be considered for the program.)*
3. Save your responses after certification and keep a copy for your records.
4. A complete application includes the following: *(Incomplete applications WILL NOT be considered.)*
 - **Application Form**
 - **Essay Questions** – Develop an essay for each of the two questions (questions #19-1 and 19-2). At the top of the page for each essay, type your name and the name of the university you are attending. The essays will be evaluated on content and writing skill.
 - **Current Résumé or Curriculum Vitae (CV)** – Be sure to include information regarding your accomplishments, skills, training, and experience.

Attach **all** documents to an e-mail addressed to energy.ambassadors@orise.orau.gov.

References may be contacted and official undergraduate and graduate transcripts may be required as part of the interview and selection process. *(You will be notified if additional information and/or documentation is needed.)*

All applications and supporting materials must be received by midnight EDT on Sunday, July 8, 2012.

Note: The complete application and supporting materials will be reproduced for submission to the Energy Student Ambassadors Program for review. Incomplete applications will not be considered.

Questions?

E-mail Oak Ridge Institute for Science and Education (ORISE) at energy.ambassadors@orise.orau.gov

Program Specialist:
Barbara Dunkin - 865.574.6440

Program Manager:
Leslie Fox - 865.241.3319

1. Name:

First

Middle

Last

2. Are you a U.S. citizen? (required)

Yes

No

3. Contact Information

Address Line 1:

Address Line 2:

City:

State/U.S. Territory:

Zip/Postal Code:

Country:

Home Phone:

Cell Phone:

Personal E-mail:

Other/DOE E-mail:

4. Education

Current Academic Status:

What type of degree are you currently pursuing?

What college or university are you currently attending?

What is your academic major and/or field of study?

Expected graduation date:

Overall GPA: *(4.0 scale required)*

How many units per semester/quarter do you plan on carrying?

Fall 2012:

Semester:

Quarter:

Spring 2013:

Semester:

Quarter:

5. **Are you currently a DOE intern?** Yes No

If yes, please answer the following:

Dates of Internship: From: To:

Name of Program/Site/Lab:

DOE Mentor/Coach:

Name

Title

Mentor/Coach Phone:

Mentor/Coach E-mail:

6. **Have you previously participated in a DOE internship and/or DOE-sponsored research program or project?** Yes No

If yes, please answer the following:

Dates of Internship: From: To:

Name of Program/Site/Lab:

DOE Mentor/Coach:

Name

Title

Mentor/Coach Phone:

Mentor/Coach E-mail:

7. **Have you held any internships with other Federal agencies?** Yes No

If yes, please list the agency:

Dates of Internship: From: To:

Name of Program/Site/Lab:

Mentor/Coach:

Name

Title

Mentor/Coach Phone:

Mentor/Coach E-mail:

8. **Have you previously participated in the Energy Ambassadors Program?** Yes No

If yes, please list dates in Ambassadors Program: From: To:

9. **If accepted as an Energy Ambassador, do you currently have or do you plan to obtain part- or full-time employment during the Fall/Winter/Spring academic semesters/quarters of 2012-2013?** Yes No

If yes, how many hours do you plan to work per week (in addition to your studies and your commitment, if accepted, as an Energy Ambassador)?

10. **Do you have access to transportation (bus, train, personal vehicle, etc.) during the academic school year in order to support visits to other nearby and/or regional locations and coordinate logistical tasks for the initiative's activities?** Yes No

11. **Do you have daily access to a computer, Internet, and basic MS Office applications (Word, Excel, PowerPoint, etc.) during the academic school year and have operational knowledge in using these features?** Yes No

12. **Do you have experience in recruitment and marketing for Federal career (part-/full-time) and educational opportunities?** Yes No

If yes, please list and number your experience(s) and briefly describe the results you achieved for each.

13. **Do you have experience in recruitment and marketing for career (part-/full-time) and educational opportunities in the private, non-profit or academic sectors?** Yes No

If yes, please list and number your experience(s) and briefly describe the results you achieved for each.

14. Do you have experience in energy-related outreach? Yes No

If yes, please list and number your experience(s) and briefly describe the results you achieved for each.

15. Please list and number any campus organizations that you belong to and any leadership roles you hold or events you participate(d) in for these organizations. *(Do not just provide organization names—a description of how you participated in each organization is required.)*

16. Do you have experience in recruitment and marketing for any campus organizations that you belong to and have listed above? Yes No

If yes, please list and number your recruitment and marketing experiences with those organizations and briefly describe the results you achieved for each.

17. Please list and number any extracurricular and/or community service activities you participate(d) in and your role in the organization or event. *(Do not just list activities—descriptions of your participation is required for each event.)*

18. Do you have experience in recruitment and marketing for any extracurricular and/or community service activities that you belong to and have listed above? Yes No

If yes, please list and number your recruitment and marketing experiences with those organizations and briefly describe the results you achieved for each.

19. **Essay Questions.** *(Please develop statements for the following questions. Begin each question on a new page. Include your name and university at the top right-hand corner of the page, then type the question to which you are responding in bold type, followed by your response. The essays will be evaluated on content and writing skills and should not exceed 500 words each.)*

Question #1: Why did you choose to apply for the Energy Ambassadors Program? *(Be sure to include your understanding of the DOE mission and why you want to share it on your campus, your future interests in a career with DOE or an energy-related career, and your experience and interest in public service.)*

Question #2: Please describe any ideas you may have and strategies you would execute to promote DOE career and educational opportunities and conduct energy-related outreach on your campus. *(Be innovative in your strategies, and describe how you would plan, organize, and implement them. How would you promote DOE on your campus in terms of recruitment and marketing DOE's mission and its many opportunities? How would you increase awareness of the importance of energy and environmental conservation and sustainability through DOE?)*

20. **Resume/CV.** *(Please review the application instructions and e-mail completed application, two essays, and resume/CV as attachments to **one e-mail** addressed to energy.ambassadors@orise.orau.gov by midnight EDT on **Sunday, July 8, 2012.**)*

OPTIONAL APPLICANT DATA

Optional applicant data is important in assessing the effectiveness of our overall efforts to solicit applications from a diverse population. The completion of this information is optional. If you agree or decline to provide this information, it will in no way affect consideration of your application. No information from this form is placed in your Personnel file. Thank you for helping us to provide better service to all interested applicants.

Race and/or Ethnic Origin *(check only one)*

Asian

Native Hawaiian/Pacific Islander

American Indian/Alaska Native

Black

White

Hispanic *(Person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)*

Two or more Races

Gender:

Male

Female

RELEASE AND CERTIFICATION OF ACCURACY

I understand that information in the application and the references will be provided to the staff involved in the selection process. Optional applicant data will NOT be used for selection purposes.

I certify that, to the best of my knowledge, all information contained in this application is accurate. I understand that any falsification will render me ineligible for participation and, if found after participation has begun, may require me to reimburse any funds received.

Yes, I have read the above information and certify the accuracy of the information in my application.

Date certified:(*mm/dd/yyyy*)