



# PIPELINE PROGRAM

## Springfield Water and Sewer Commission

### APPLICATION FORM – SUMMER 2023

#### HOW TO APPLY

Thank you for your interest in applying for the Springfield Water and Sewer Commission's Pipeline Program – a summer internship and work-based learning program.

To apply please complete the form below and submit with the following:

1. Letter of interest in the Pipeline Program (sample letter format attached)

*Topics to consider for your letter*

- Why are you interested in being a part of the Pipeline Program this summer?
- What do you hope to gain from this experience?
- How will this internship support your college and/or career goals?

2. Completed Internship Pathways Packet

- Including reference letters

#### APPLICATIONS DUE BY 5:00 PM ON FRIDAY, APRIL 14, 2023.

Please submit your completed application to your school's College and Career Readiness Coordinator. Your packet will be reviewed by the Coordinator and forwarded to the Commission for consideration.

#### PLEASE COMPLETE THE FOLLOWING

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

*Interns will be provided with work/safety gear including shirts, vest, hard hat, and boots.*

*For planning purposes please provide the following: Shirt Size \_\_\_\_\_ Shoe Size: \_\_\_\_\_*

*Attendance and punctuality are crucial aspects of work. Additionally, for Pipeline Interns to get the most out of their experience, daily attendance is important.*

Are you available to work, Monday through Thursday, June 26, 2023 through August 17, 2023, 7:00 AM to 3:30 PM?

Yes       No       Unsure

Do you know of any dates you are unable to work during that time (for vacations, school orientations, etc.)? Please list below.

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#### PLEASE NOTE

Successful applicants will be required to pass a pre-employment physical, drug screen, and CORI (criminal background) check before they begin employment.

A work permit is required. Successful applicants will receive more information on the work permit process.

Pipeline interns will work outdoors and indoors in a variety of weather conditions, including in the Commission's watershed forest, treatment plants, and administrative offices. Appropriate safety gear and PPE will be provided.

# SAMPLE

## Format for Letter of Interest for Springfield Water and Sewer Commission Pipeline Program

Your name  
Your address  
Your address

Date

Springfield Water and Sewer Commission  
P.O. Box 995  
Springfield, MA 01101

Dear Springfield Water and Sewer Commission:

Body of letter – approximately 3 paragraphs – consider addressing:

- Why are you interested in being a part of the Pipeline Program this summer?
- What do you hope to gain from this experience?
- How will this internship support your college and/or career goals?
- Other interests, skills, or experience that make you a good candidate

Sincerely (or other sign-off),

Your name (typed and/or signed)