

# Chelsea Center for Recycling and Economic Development

## Manufacturers ReTERN Application

Fall I 2002/Spring 2003

Please provide us with information requested in the outline below. Information should be clear and concise. If additional space is necessary, please attach typewritten information.

Return application to:

**Kirsten Hickey, Chelsea Center for Recycling and Economic Development**

**80 Everett Avenue, Suite 221, Chelsea, MA 02150**

**fax: 617-887-0399, email: Kirstenh@chelseacenter.org**

1) Applicant contact information:

Company: \_\_\_\_\_ Contact Name and Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2) Please describe your organization and the products you manufacture.

3) Please attach a complete description of your internship project (no more than one page). Projects with a clear beginning and end provide the most satisfying experiences for both intern and employer.

4) Are there any special skills or experience you would like the intern to have?

5) Please describe how and by who the intern and the project will be supervised.

6) What are your expectations for a finished product for this project?

7) How will this project help promote or increase the use of recycled materials in Massachusetts?

8) Will this project be able to be completed within approximately a 12-week period with the intern working approximately 10 hours per week?

9) Are there possibilities for the intern to work at school or home, or will their presence be required on site to complete the work?

10) Can the intern get to your office via public transportation or will a car be necessary?  
If public transportation is an option, please describe.

11) Are there any special requirements the intern should know about (such as clothing, equipment, etc.?)

12) When would you like the intern to begin?

13) The Chelsea Center should stop looking for interns if one cannot be found by \_\_\_\_\_. If you have an intern in mind, please let us know. Note: Interns must be students at an accredited Massachusetts college or university and must be approved by the Chelsea Center prior to hire.