

# DIVISION OF HIGHWAYS SCHOLARSHIP PROGRAM



## APPLICATION PACKET

West Virginia Department of Transportation  
Division of Highways  
Human Resources Division  
State Capitol Complex  
Bldg. 5, Room A-949  
Charleston, WV 25305

**Application Deadline:**  
**June 30th of each year**

# **DIVISION OF HIGHWAYS SCHOLARSHIP PROGRAM**

## **GENERAL INSTRUCTIONS**

### **IMPORTANT**

1. Please print legibly or type.
2. Application must be submitted with an original signature. The application may be copied; however, any application form submitted with a reproduced signature will not be processed.
3. All documentation must be submitted with the application and must be in its original form. Incomplete applications will not be considered or processed. All areas must be completed.
4. Do not fax application materials; they will not be accepted.

### **NOTE: DEADLINE**

This application form and the following documentation must be received in this office by 4:00 p.m., July 31, to be considered. A mailed application must be postmarked one day prior to the deadline date. Mail application and documentation materials to: West Virginia Department of Transportation, Division of Highways, Human Resources Division, State Capitol Complex, Bldg. 5, Room A-949, Charleston, West Virginia, 25305-0430.

## **ELIGIBILITY CRITERIA**

**To be eligible**, an applicant must have worked or be working as a Co-op employee of the Division of Highways, who:

- Is a West Virginia resident;
- Is currently enrolled full-time in a baccalaureate degree program  
in Civil Engineering, General Engineering, or Computer Sciences  
at an accredited State college or university;
- Has a minimum overall (cumulative) GPA of 2.00 on a 4.0 scale;
- Is a Co-op in good standing of the Division of Highways;
- And agrees to work for the Division of Highways immediately following the date  
of the student's receipt of the baccalaureate degree.

## **NOTICE OF NONDISCRIMINATORY POLICY TO STUDENTS**

The West Virginia Department of Transportation, Division of Highways, supports applicants regardless of race, sex, religion, color, national origin or disability, to all the rights, privileges, programs and activities generally accorded or made available. It does not discriminate on the basis of race, sex, religion, color, national origin or disability in administration of its scholarship program.

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## DOCUMENTATION TO BE SUBMITTED BY ALL APPLICANTS

Please **carefully** follow the instructions. The efficiency and fairness of the extensive evaluation and selection process depends on the **completeness** of each application and the **provision of all required documentation**.

1. Section A: Completed Application Form
2. Section B: Essay
3. Section C: Co-op Supervisor Recommendation
4. Section D: Declaration of Intent
5. Official College Transcript

# WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS SCHOLARSHIP PROGRAM

## APPLICATION FORM

### SECTION A

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Applicant's Full Name (Last, First, Middle) Social Security Number
3. \_\_\_\_\_ 4. \_\_\_\_\_  
Mailing Address Permanent Address (if different from 3)
- \_\_\_\_\_  
City State Zip Code City State Zip Code
- ( ) ( )  
Area Code Phone Number Area Code Phone Number
5. Date of Birth \_\_\_\_\_ 6. Citizenship: \_\_\_\_\_ U.S. \_\_\_\_\_ Permanent Resident
7. Are you a West Virginia resident? Yes \_\_\_\_\_ No \_\_\_\_\_ 8. Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female
9. Ethnicity: \_\_\_\_\_ Black \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Hispanic  
\_\_\_\_\_ White \_\_\_\_\_ Native American \_\_\_\_\_ Alaskan Native
10. Name of State college/university that you attend: \_\_\_\_\_
11. Are you enrolled full-time next semester at the college/university listed above? \_\_\_\_\_ Yes \_\_\_\_\_ No
12. How many semesters remaining until graduation? \_\_\_\_\_
13. How many state co-op's have you worked? \_\_\_\_\_
14. Include the following:

### Copy of Official College Transcript

### SECTION B

#### ESSAY:

Describe why you decided to obtain a college education in this curriculum, what steps you have taken to focus on your curriculum for completion, and how your time spent as a State Co-op has helped you prepare to begin your career with the State of West Virginia. Your essay should be typewritten on 8 1/2" x 11" white paper, double-spaced, leaving a 1-inch margin and using front side only. Provide your name and address in the upper right corner of the paper. Be sure the print is dark enough to produce legible photocopies. The essay should be a minimum of 300 words but should not exceed 500 words in length. Please attach to this application.



**SECTION D**

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS**

All signature lines and the notary section must be completed. If not signed and notarized, this application will not be processed or considered. Originals *must* be submitted.

**1. DECLARATION OF INTENT**

I, \_\_\_\_\_, hereby declare my intention to seek a baccalaureate degree in \_\_\_\_\_ and to work for the West Virginia Department of Transportation, Division of Highways immediately following the date of my receipt of a degree. I understand that the amount of my scholarship will be credited \$1,500 every six months I remain employed by the Division.

I fully understand that the foregoing statements and answers are submitted under oath and that failure to answer any question or to make a full and accurate disclosure of any facts or information called for herein may result in the disqualification of my Division of Highways Scholarship Program Application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

County of \_\_\_\_\_

State of \_\_\_\_\_

\_\_\_\_\_, being duly sworn, says: "I have read the foregoing questions and instructions and have answered fully and frankly, and affirm that all of the information provided herein is of my own knowledge, true and correct."

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary's signature: \_\_\_\_\_

My commission expires: \_\_\_\_\_

(Notary's Seal)