

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., June 30, 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
5. (____) _____ 6. (____) _____
Area Code Phone Number Area Code Phone Number
6. E-mail Address: _____
7. Date of Birth _____ 8. Citizenship: _____ U.S. _____ Permanent Resident
9. Are you a West Virginia resident? Yes _____ No _____ 10. Sex: _____ Male _____ Female
11. Ethnicity: _____ Black _____ Asian/Pacific Islander _____ Hispanic
_____ White _____ Native American _____ Alaskan Native
12. Name of State college/university that you attend: _____
13. Are you enrolled full-time next semester at the college/university listed above? __Yes __No
14. How many semesters remaining until graduation? _____
15. How many state co-op's have you worked? _____
16. Include the following:
- Copy of Official College Transcript**
 - Essay (Section B)**
 - Co-op Supervisor's Recommendation (Section C)**

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 ½" 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)