

WV DIVISION OF HIGHWAYS CIVIL ENGINEERING CO-OP PROGRAM



Application Packet

**West Virginia Department of Transportation
Division of Highways, Human Resources Division
State Capitol Complex
Bldg. 5, Room A-317
Charleston, WV 25305**

APPLICATION DEADLINE:

FRIDAY, FEBRUARY 17, 2017

GENERAL INSTRUCTIONS

1. Please print legibly or type. An online fillable version of the application can be found here: <http://www.transportation.wv.gov/business-manager/human-resources/summer/Documents/coop.pdf>
2. All documentation must be submitted with the application. This includes the signed Temporary Appointment Agreement. Incomplete applications will not be considered or processed.
3. Scanned electronic copies of applications will not be accepted.
4. When selecting your choices for work location and assigned areas, list in order of preference three Districts or Divisions in which you will accept employment (see attached map for District and Division locations). If you do not wish to be placed in more than one or two choices of locations, please do not add a third choice if you are unwilling to work there.

Choices for areas of work at Districts are limited to:

- Construction
- Maintenance
- Bridge

All Central Office Divisions are located in the Charleston area. These include:

Engineering
Contract Administration
Maintenance
Materials Control, Soils, & Testing
Traffic Engineering
Planning
Programming

You will be assigned to one of your choices according to our needs.

When you report to work on the first day, your District or Division will try to assign you a work assignment as close as possible to the county in which you want to work. Please note in the remarks section on the application any special considerations we should know before placing you in a location that is not your first choice.

ELIGIBILITY CRITERIA

To be eligible, an applicant must be:

- a West Virginia resident;
- currently enrolled in and satisfactorily completed the freshman year full-time in an accredited Civil Engineering or Civil Engineering Technology program (2 yr. or 4 yr.)

Documentation to be submitted by all applicants

Please submit the following documents:

1. Completed Application Form
2. Temporary Appointment Agreement
3. Unofficial copy of most recent college transcript
4. Copy of WV Driver's License or WV DMV ID

DEADLINE

This application form and attached documentation must be received in this office by no later than 4:00 p.m., Friday, February 17, 2017 to be considered. A mailed application may be postmarked with the deadline date.

Mail application and attached documentation to:
West Virginia Department of Transportation
Division of Highways, Human Resources Division
State Capitol Complex, Bldg. 5, Room A-317
Charleston, West Virginia, 25305-0430.

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.



West Virginia Department of Transportation
Division of Highways
1900 Kanawha Blvd. E., Bldg. 5, Rm. A-317
Charleston, WV 25305

CIVIL ENGINEERING CO-OP APPLICATION

(Please type or print all information)

NAME: _____ SOCIAL SECURITY NUMBER: _____
Last First Middle

ADDRESS: (Notification of job offer will be sent here)

P.O. Box/Street Address

City State Zip Code

Phone: (Area Code and Number) _____ Cell: (Area Code and Number) _____

Email Address: _____

SCHOOL NAME: _____

Please list in order of preference Districts or Divisions in which you will accept employment (see attached map for locations).

DISTRICT /DIVISION (D1 – 10)	AREA, (Construction, Bridge, Maintenance)	REMARKS:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

LIST ALL WORK EXPERIENCE BEGINNING WITH YOUR MOST RECENT JOB AND WORK BACK.

1	Employment Dates: Month/Year to Month/Year	Employer Name:	Job Title:
	Description of Duties:		

2	Employment Dates: Month/Year to Month/Year	Employer Name:	Job Title:
	Description of Duties:		

3	Employment Dates: Month/Year to Month/Year	Employer Name:	Job Title:
	Description of Duties:		

4	Employment Dates: Month/Year to Month/Year	Employer Name:	Job Title:
	Description of Duties:		

PLEASE LIST THE HOURS YOU HAVE TAKEN AND ARE ENROLLED IN THIS SEMESTER:

School Name:	Hours Completed:	Hours Enrolled This Semester:	Total Hours:
(Undergraduate)			
(Graduate)			

NOTE: You must also attach an unofficial copy of your most recent transcript.

EXPECTED GRADUATION DATE (month/year): _____

Please explain why you want to work for the Division of Highways:

AFFIRMATION: Your signature certifies that all statements are true and complete.

Signature: _____ Date: _____

If you attend an in-state school, you **must** return your application to your Civil Engineering Department. They will send your application to us after reviewing and approving.

If you attend an out-of-state school, return your application to:

WV Division of Highways, Human Resources Division
Capitol Complex, Bldg. 5, Rm. A-317
Charleston, WV 25305-0430
Attn: Civil Engineering Co-op Program