



# INTERNSHIP APPLICATION INSTRUCTIONS

AN ELECTRONIC VERSION OF THE INTERNSHIP APPLICATION IS AVAILABLE THROUGH PENNDOT'S WEBSITE AT <http://www.dot.state.pa.us>. THE APPLICATION IS IN PDF FORMAT. IF YOU HAVE THE FULL VERSION OF ADOBE SOFTWARE, YOU MAY BE ABLE TO SAVE AND EMAIL THE FORM TO: [ra-pennidot\\_internship@pa.gov](mailto:ra-pennidot_internship@pa.gov)

**\*IF SUBMITTING THROUGH EMAIL, YOUR SIGNATURE WILL BE OBTAINED WHEN EMPLOYMENT IN AN INTERNSHIP OCCURS. IF YOU ARE NOT ABLE TO SAVE AND EMAIL THE FORM; PRINT OFF A COPY OF THE FILLED IN ELECTRONIC FORM, SIGN AND DATE THE HARDCOPY AND SEND TO THE ADDRESS LISTED BELOW. BE SURE TO SIGN BEFORE SENDING.**

**YOUR SIGNATURE WILL BE OBTAINED WHEN EMPLOYMENT IN AN INTERNSHIP OCCURS.**

**TO SEND VIA THE US MAIL SYSTEM, PLEASE TYPE OR PRINT IN BLACK OR BLUE INK - NO PENCIL. COMPLETE ALL PORTIONS OF THIS FORM, INCLUDING SIGNATURE AND DATE.**

**INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT. RESUMES ARE NOT CONSIDERED A SUBSTITUTE FOR COMPLETE ANSWERS.** If additional space is needed to adequately answer any questions, please use white paper the same size as the form and mark each additional page with your name and social security number.

## ITEMS 1 THROUGH 11

Complete blocks as directed.

## ITEM 12 (EDUCATION)

List all college and other formal education including dates attended, years completed, type of degree, and year of degree.

## ITEMS 13 THROUGH 16

Complete blocks as directed.

## ITEM 17 (EXPERIENCE)

Complete as directed or attach a resume with your name and social security number clearly marked.

## ITEMS 18 THROUGH 19

Complete blocks as directed.

If the answer to any of these questions is "yes," please give details on a separate sheet of paper.

**\* BE SURE TO SIGN THE APPLICATION \***

## IF MAILING YOUR APPLICATION, MAIL TO:

**PENNDOT  
Internship Coordinator  
Bureau of Human Resources  
P.O. Box 3789  
Harrisburg, PA 17120**

## WHAT HAPPENS TO MY APPLICATION ONCE IT IS SUBMITTED?

The information is entered onto a file in our Computer Referral System to await a suitable vacancy for which you may be referred.

## HOW LONG IS MY APPLICATION KEPT ON FILE?

Your application will be maintained on file for a period of ONE YEAR. At the end of that time it will automatically become inactive. It will be necessary to submit an updated Internship Application at that time.

**\* \* \* APPLICATION DEADLINE FOR SUMMER EMPLOYMENT IS MARCH 30th \* \* \***

The Commonwealth of Pennsylvania is Proud to be an Equal Opportunity Employer Promoting Workforce Diversity.

## DO NOT DETACH THIS SHEET FROM APPLICATION

## RESEARCH QUESTIONNAIRE

Please be advised that the information requested below will be kept confidential and will not affect your chances for employment. Your cooperation in providing accurate information is important. This information is voluntary; you are not required to complete this portion of the form. Your answers will be used for research purposes and to help ensure equal employment opportunities. Please check the appropriate response to each question. Thank you for your assistance.

SEX

MALE ☐FEMALE ☐

DATE OF BIRTH

RACE (HOW DO YOU DESCRIBE YOURSELF?)

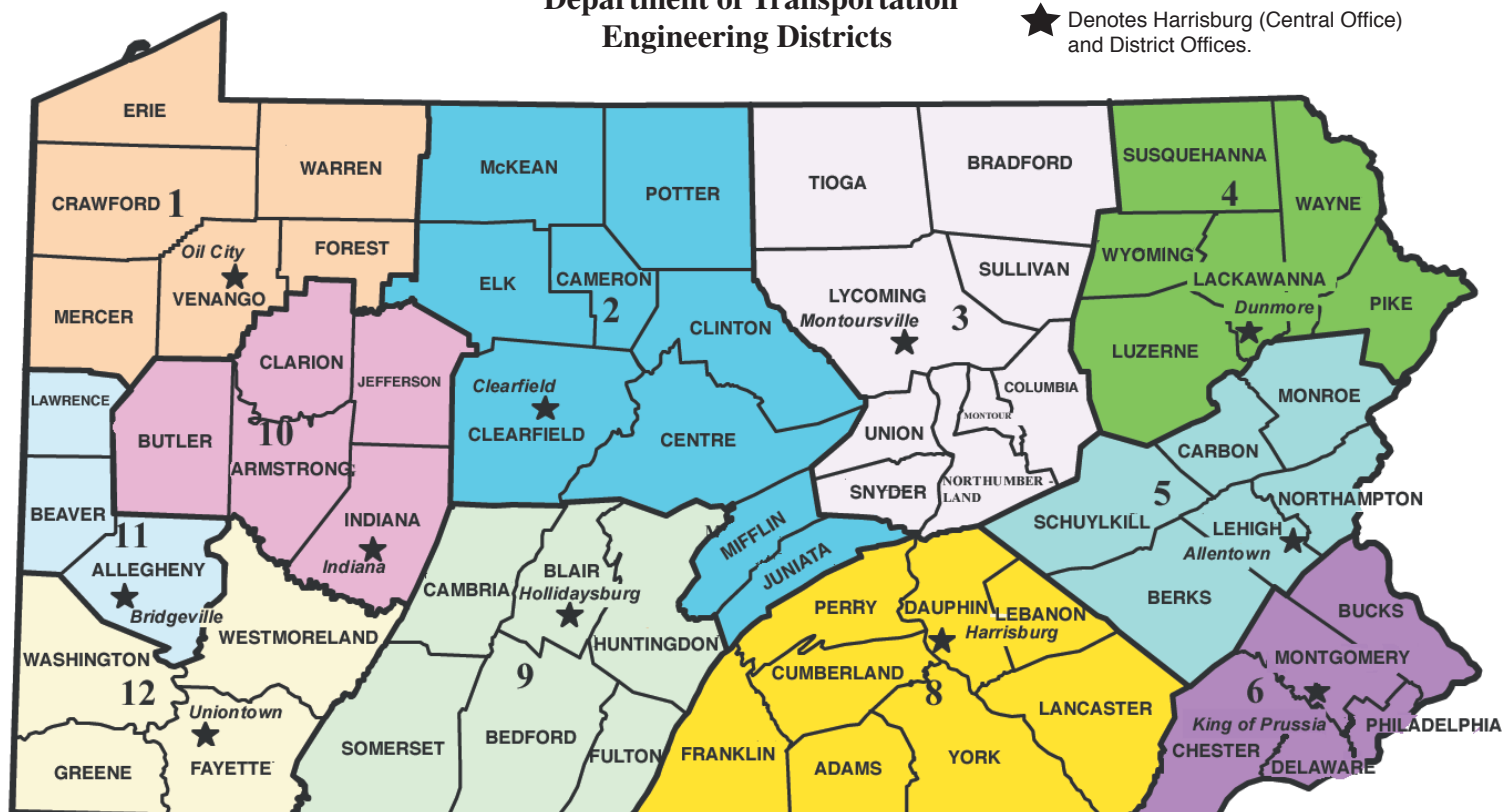
- 1 ☐ BLACK (Not of Hispanic Origin): Persons having origins in any of the black racial groups of Africa.
- 2 ☐ HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- 3 ☐ WHITE (Not of Hispanic Origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- 4 ☐ AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- 5 ☐ ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, The Philippine Islands and Samoa.

## COUNTY CODES:

01 - ADAMS	08 - BRADFORD	15 - CHESTER	22 - DAUPHIN *	29 - FULTON	36 - LANCASTER	44 - MIFFLIN	52 - PIKE	60 - UNION
02 - ALLEGHENY *	09 - BUCKS	16 - CLARION	23 - DELAWARE	30 - GREENE	37 - LAWRENCE	45 - MONROE	53 - POTTER	61 - VENANGO *
03 - ARMSTRONG	10 - BUTLER	17 - CLEARFIELD *	24 - ELK	31 - HUNTINGDON	38 - LEBANON	46 - MONTGOMERY *	54 - SCHUYLKILL	62 - WARREN
04 - BEAVER	11 - CAMBRIA	18 - CLINTON	25 - ERIE	32 - INDIANA *	39 - LEHIGH *	47 - MONTGOMERY	55 - SNYDER	63 - WASHINGTON
05 - BEDFORD	12 - CAMERON	19 - COLUMBIA	26 - FAYETTE	33 - JEFFERSON	40 - LUZERNE	48 - NORTHAMPTON	56 - SOMERSET	64 - WAYNE
06 - BERKS	13 - CARBON	20 - CRAWFORD	27 - FOREST	34 - JUNIATA	41 - LYCOMING *	49 - NORTHUMBERLAND	57 - SULLIVAN	65 - WESTMORELAND
07 - BLAIR *	14 - CENTRE	21 - CUMBERLAND	28 - FRANKLIN	35 - LACKAWANNA *	42 - MCKEAN	50 - PERRY	58 - SUSQUEHANNA	66 - WYOMING
					43 - MERCER	51 - PHILADELPHIA	59 - TIOGA	67 - YORK

**Pennsylvania**  
**Department of Transportation**  
**Engineering Districts**

★ Denotes Harrisburg (Central Office) and District Offices.



APPLICATION FOR THE PENNDOT INTERNSHIP PROGRAM

THE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

1.

LAST NAME

2.

FIRST NAME

MI

3.

SOCIAL SECURITY NUMBER

4.

STUDENT'S COLLEGE ADDRESS (NUMBER, STREET & APT. NO.)

TELEPHONE NO. (COLLEGE)

5.

CITY

STATE

ZIP CODE

6.

STUDENT'S PERMANENT ADDRESS (NUMBER, STREET & APT. NO.)

TELEPHONE NO. (PERMANENT)

7.

CITY

STATE

ZIP CODE

8. Your email address:

9. Have you previously worked with PennDOT as an intern? ☐ YES ☐ NO

10. Location where you will accept employment. (Using the list on page 2, find the code for the counties where you will accept employment – max. of ten individual locations. Please make sure you enter the county code in the boxes provided, and not the district number.)

\*\*\* ATTENTION STUDENTS \*\*\*

If you select Dauphin or surrounding counties, please complete the attached supplement.

11. Education: (Check highest level completed at time of anticipated employment.) (GRADUATE SCHOOL)

☐ HIGH SCHOOL

☐ 1ST YEAR COLLEGE

☐ 2ND YEAR

☐ 3RD YEAR

☐ 4TH YEAR

☐ 5TH YEAR

☐ 6TH YEAR

NAME & LOCATION (CITY & ZIP CODE) OF COLLEGE OR UNIVERSITY	DATES ATTENDED		DID YOU GRADUATE	ANTICIPATED DATE OF GRADUATION	TYPE OF DEGREE (B.A. ETC.)	MAJOR COURSE OF STUDY
	FROM	TO				
COLLEGE UNIVERSITY OR						
PROFESSIONAL SCHOOL						

13. List special qualifications and skills: (e.g., CPR, first aid, Red Cross Lifesaving Certification, GIS experience, operation of computer/lab/office equipment, etc.)

14. To the best of your knowledge, do you have relatives working in the Department of Transportation? ☐ YES ☐ NO

If yes, please indicate the name and relationship of the relative.

15. Are you currently enrolled in college full-time? ☐ YES ☐ NO

16. Are you registered or do you intend to register full-time in college next term/semester? ☐ YES ☐ NO

17. List your employment record. Start with present employment, including paid employment, internships, volunteer or unpaid work, and military service. If your title and duties changed in the course of your work with one employer describe the changed duties in a new block. Attach additional sheets, if needed. Include your name and social security number and the same information as requested in A through C.

A. Name and address of employer (include zip code, if known)		Dates employed (Give month & year)
		From _____ To _____
		Exact title of your position
Name of Immediate Supervisor	Telephone No.	Number and class or level of employees you supervised.
Description of duties and accomplishments in your work.		
B. Name and address of employer (include zip code, if known)		Dates employed (Give month & year)
		From _____ To _____
		Exact title of your position
Name of Immediate Supervisor	Telephone No.	Number and class or level of employees you supervised.
Description of duties and accomplishments in your work.		
C. Name and address of employer (include zip code, if known)		Dates employed (Give month & year)
		From _____ To _____
		Exact title of your position
Name of Immediate Supervisor	Telephone No.	Number and class or level of employees you supervised.
Description of duties and accomplishments in your work.		
I authorize the Department of Transportation to obtain information concerning me from former employers and any other persons I have given as references, and I release all concerned from any liability in connection therewith. <input type="checkbox"/> YES <input type="checkbox"/> NO		

18. Were you ever convicted of any criminal offense, which includes felonies, misdemeanors, summary offenses and convictions, resulting from a plea of no contest or have you ever forfeited bond or collateral in connection with a criminal charge? ☐ YES ☐ NO

If yes, give details on a separate sheet of paper. Be sure to include your social security number. Exceptions to the above are: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program. NOTE: Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merit.

19. Are there any criminal charges pending against you at this time? ☐ YES ☐ NO

If yes, give details on a separate sheet of paper. Be sure to include your social security number. NOTE: Pending criminal charges are not a bar to employment in all cases. Each case is considered on its merits.

In accordance with the Americans With Disabilities Act of 1990, PENNDOT will provide reasonable accommodation to persons with disabilities. If contacted for interview, please inform them of any necessary accommodations you may need.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I am aware that all statements made by me on this application are subject to investigation including verification of prior employment and education.

NOTE: If applying on-line, signature will be obtained when appointed.

\_\_\_\_\_  
Signature (in ink) of Applicant

\_\_\_\_\_  
Date

## Application Supplement

### ONLY To be completed by:

**Engineering students interested in working in: Dauphin, Lebanon, Lancaster, York, Adams, Franklin, Cumberland, Perry or surrounding counties.**

**Check your preferred type of engineering experience.**

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#### **Central Office** – Keystone Building, Harrisburg

Our civil engineering interns in Central Office assist the Central Office Highway Administration engineers in conducting statewide projects and in providing the Highway Administration district field operations with technical assistance and consultative support in the following areas:

1) Highway Design, 2) Bridge Design and Program Management 2) Construction Materials, 3) Maintenance Operations and Pavement Quality Management, and 4) Highway Safety.

☐

#### **District 8-0** – Herr Street, Harrisburg

Engineering Interns would perform a variety of independent technical duties in the inspection of materials and workmanship on highway or bridge construction projects by performing a variety of inspection and testing duties to assure conformance with contract requirements and established specifications for grades, elevations, and stake-outs of roadway and simple structures; mathematical calculations to determine consistency of materials being used; makes sketches, notes field plan changes, and maintains consolidated inspection, progress and quality control reports associated with the work being accomplished. Interns would provide assistance on the testing of materials and inspection of work being accomplished on portions of construction related to the alignment and placement of drainage and pipes, and the placement of concrete and bituminous surface materials.

Interns may work in any of the following counties served by Engineering District 8-0:

Adams, Cumberland, Franklin, York, Dauphin, Lancaster, Lebanon, or Perry