

DCED INTERNSHIP APPLICATION INSTRUCTIONS

An electronic version of the Internship Application is available through DCED's website at newPA.com. The application is in a fillable PDF format. Save and email the form to: **ra-pennidot_internship@pa.gov** (DCED and PennDOT share Human Resources services.) Please type your name in the signature block if you are unable to scan the application.

If you are not able to save and email the form: print a copy of the completed electronic form, sign and date the hard copy and send to the address listed below. Be sure to sign before sending.

To send via U.S. mail, 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.

GENERAL INFORMATION (Items 1 through 9)

Complete blocks as directed.

EDUCATION/SKILLS (Items 10 through 15)

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

EMPLOYMENT (Item 16)

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

MISCELLANEOUS (Items 17 through 18)

Complete blocks as directed.

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

* BE SURE TO SIGN THE APPLICATION *

If mailing your application, mail to:

PennDOT/DCED
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 into 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 FOR THE DCED INTERNSHIP PROGRAM

EMPLOYMENT

16. 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 (MONTH & YEAR) From: _____ To: _____
		EXACT TITLE OF YOUR POSITION
NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NO.	NUMBER AND CLASS OR LEVEL OF EMPLOYEES YOU SUPERVISED
B. NAME AND ADDRESS OF EMPLOYER (INCLUDE ZIP CODE, IF KNOWN)		DATES EMPLOYED (MONTH & YEAR) From: _____ To: _____
		EXACT TITLE OF YOUR POSITION
NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NO.	NUMBER AND CLASS OR LEVEL OF EMPLOYEES YOU SUPERVISED
C. NAME AND ADDRESS OF EMPLOYER (INCLUDE ZIP CODE, IF KNOWN)		DATES EMPLOYED (MONTH & YEAR) From: _____ To: _____
		EXACT TITLE OF YOUR POSITION
NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NO.	NUMBER AND CLASS OR LEVEL OF EMPLOYEES YOU SUPERVISED

I authorize the Departments of Community & Economic Development and 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. Yes No

17. 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.

18. 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 merit.

CERTIFICATION

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.

SIGNATURE (IN INK) OF APPLICANT)	DATE
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NOTE: If applying online, signature will be obtained when appointed.