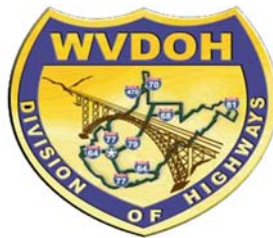


WV DIVISION OF HIGHWAYS ACCOUNTING CO-OP PROGRAM



Application Packet

West Virginia Department of Transportation
Division of Highways, Human Resources Division
1900 Kanawha Boulevard East
Capitol Complex, Bldg. 5, Room A-317 Charleston,
WV 25305-0430

APPLICATION DEADLINE:

FRIDAY, FEBRUARY 14, 2020

GENERAL INSTRUCTIONS

1. Please print legibly or type. An online fillable version of the application can be found here: <https://transportation.wv.gov/highways/training/Documents/2018%20Accounting%20Co-Op%20Application.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.
5. Preference may be given to WV residents.

For Accounting Program Placements

Choices for areas of work at **Districts** are limited to:

- Comptroller's Office

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

- Finance
- Auditing
- Budget

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 currently enrolled full-time, and satisfactorily completed the freshman year (30 hours minimum), in an accredited Accounting program.
- have a 2.0 GPA minimum

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 valid Driver's License or WV DMV ID

DEADLINE

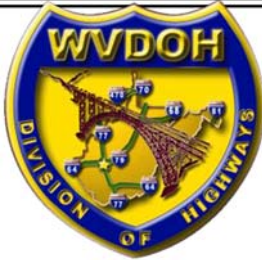
This application form and attached documentation must be received in this office by no later than 4:00 p.m., Friday, February 14, 2020 to be considered. A mailed application may be postmarked with the deadline date.

Mail application and attached documentation to:

West Virginia Department of Transportation
Division of Highways, Human Resources Division
1900 Kanawha Boulevard East
Capitol Complex, Bldg. 5, Room A-317
Charleston, WV 25305-0430
Attention: Accounting Co-Op Program

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 Boulevard East
Capitol Complex, Bldg. 5, Rm. A-317
Charleston, WV 25305

ACCOUNTING 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: _____

List in order of preference three Districts or Divisions in which you will accept employment (see attached map for locations). The central office in Charleston should be listed as Central Office. You will be assigned to one of your choices according to our needs. When you report to work on the first day the District 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 any special considerations we should know before placing you in a location that is not your first choice.

DISTRICT / DIVISION (Dist-1, etc.)	AREA (Finance, Budget, Auditing)	REMARKS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

AN EQUAL OPPORTUNITY EMPLOYER

The Department of Transportation, Division of Highways is an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin, age, or citizenship unless legally required, and provides Equal Employment Opportunity to handicapped individuals.

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: _____

A copy of your application should be given to your Accounting Department Chair.

Original applications must be mailed to:

**WV Division of Highways, Human Resources Division
1900 Kanawha Boulevard East
Capitol Complex, Building 5, Rm. A-317
Charleston, WV 25305-0430
Attn: Accounting Co-op Program**