

WV DIVISION OF HIGHWAYS INFORMATION TECHNOLOGY 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. All Information Technology Co-op positions are in the Information Services Division located on the Capitol Complex in Charleston, WV.
5. Preference may be given to WV residents.

For Information Technology Program Placements

- PC Programming – knowledge of Microsoft Visual Basic.Net and C#, Java Script, Microsoft SQL Server, Oracle, Microsoft Office Suite
- Engineering and Specialty Systems - support, design, training, implementation and maintenance of Engineering and related applications

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 Information Technology or Computer Science 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: Information Technology 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

INFORMATION TECHNOLOGY 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. The central office in Charleston should be listed as Central Office. You will be assigned to one of your choices according to our needs. Please note in the remarks section any special considerations we should know before placing you in a position that is not your first choice.

Location (Information Services)	AREA (PC Programming or Engineering & Specialty Systems)	REMARKS
1. _____	_____	_____
2. _____	_____	_____

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 Information Technology 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: Information Technology Co-op Program**