

# **DIVISION OF HIGHWAYS SCHOLARSHIP PROGRAM**

## **Application Packet**



**Application Deadline:**

**May 31st of each year**

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

Revised 1/17/19

# DIVISION OF HIGHWAYS SCHOLARSHIP PROGRAM

## GENERAL INSTRUCTIONS

### IMPORTANT

Note: This scholarship opportunity is only for qualified students who are committed to working for the Division of Highways after graduation. It is not intended for the sole purpose of financial assistance.

1. Please print legibly or type.
2. Application must be submitted with an original signature. The application may be copied; however, any application form submitted with a reproduced signature will not be processed.
3. All documentation must be submitted with the application and must be in its original form. Incomplete applications will not be considered or processed. All areas must be completed.
4. Do not fax application materials; they will not be accepted.

### NOTE: DEADLINE

This application form and the following documentation must be received in this office by 4:00 p.m., May 31, to be considered. A mailed application must be postmarked one day prior to the deadline date. Mail application and documentation materials 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.

## ELIGIBILITY CRITERIA

**To be eligible**, an applicant must have worked or be working as a Co-op employee of the Division of Highways, who:

Is a West Virginia resident;

Is entering at least the junior year of college in the degree program of study or second year of law school;

Is currently enrolled full-time in an accredited baccalaureate degree program in (Civil, Electrical, Mechanical, Industrial, or Environmental Engineering), Computer Sciences, Accounting, or Juris Doctorate (J.D.) at an accredited college or university; Has a minimum overall (cumulative) GPA of 2.50 on a 4.0 scale;

Has been a WV Division of Highways Co-op in good standing for at least one year;

Agrees to work for the WVDOT immediately following the date of the student's receipt of the declared baccalaureate degree.

Be able to work legally in the United States WITHOUT a U.S. visa that requires working for an E-verified company. WVDOT is not an E-verified agency.

Revised 1/17/19

# WV DIVISION OF HIGHWAYS SCHOLARSHIP 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.

## Documentation to be submitted by all applicants

Please read follow the instructions. The efficiency and fairness of the extensive evaluation and selection process depends on the **completeness** of each application and the **provision of all required documentation**.

1. Section A: Completed Application Form
2. Section B: Essay
3. Section C: Co-op Supervisor Recommendation
4. Section D: Declaration of Intent
5. Official College Transcript
6. Copy of WV Driver's License or WVDMV Photo ID

**Note: The West Virginia Division of Highways (WVDOH) is not an E-verified agency. Applicants who have a U.S. Visa that requires them to work for an E-verified company will not be eligible for employment as part of this application requirement.**

Revised 1/17/19

# WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS SCHOLARSHIP PROGRAM

## APPLICATION FORM

### SECTION A

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Applicant's Full Name (Last, First, Middle) Social Security Number
3. \_\_\_\_\_ 4. \_\_\_\_\_  
Mailing Address Permanent Address (if different from #3)  
\_\_\_\_\_  
City State Zip Code City State Zip Code
5. ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code Phone Number Area Code Phone Number
6. E-mail Address: \_\_\_\_\_
7. Date of Birth: \_\_\_\_\_
8. Name of college/university in which you are enrolled: \_\_\_\_\_
9. Degree program in which you are enrolled: \_\_\_\_\_
10. Are you enrolled full-time as at least a junior next semester at the college/university listed above?  Yes  No
11. How many semesters remaining until graduation? \_\_\_\_\_
12. How many state co-ops have you worked? \_\_\_\_\_
13. Please include the following:

**Application Form (Section A)**  
**Essay (Section B)**  
**Co-op Supervisor's Recommendation (Section C)**  
**Declaration of Intent (Section D)**  
**Official College Transcript**  
**Copy of WV Driver's License or WV DMV Photo ID**

Revised 1/17/19

## SECTION B

### ESSAY:

Describe why you decided to obtain a college education in this curriculum, what steps you have taken to focus on your curriculum for completion, and how your time spent as a State Co-op has helped you prepare to begin your career with the State of West Virginia. State why you are seeking employment with the Division of Highways upon graduation and your plans for succeeding in your career with us. Your essay should be typewritten on 8 ½" x 11" white paper, double-spaced, leaving a 1-inch margin and using front side only. Provide your name and address in the upper right corner of the paper. Be sure the print is dark enough to produce legible photocopies. The essay should be a minimum of 300 words but should not exceed 500 words in length. Please attach to this application.

**SECTION C**

**CO-OP SUPERVISOR RECOMMENDATION:**

(This section is to be completed by the most recent immediate co-op supervisor of the applicant.)

APPLICANT: \_\_\_\_\_

CO-OP ASSIGNMENT (Division/District and Location: \_\_\_\_\_)

DATES OF ASSIGNMENT: \_\_\_\_\_

**Would you consider hiring this student as a full-time employee upon graduation?**

\_\_\_  \_\_\_ YES \_\_\_  \_\_\_ NO

It is my recommendation that the above-named applicant should receive a DOH Scholarship to help complete his/her pursuit of a college course because:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

**SECTION D**

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS**

All signature lines and the notary section must be completed. If not signed and notarized, this application will not be processed or considered. Originals *must* be submitted.

**1. DECLARATION OF INTENT**

I, \_\_\_\_\_, hereby declare my intention to seek a baccalaureate degree in \_\_\_\_\_ at \_\_\_\_\_ (college or university) and to work for the West Virginia Department of Transportation, Division of Highways immediately following the date of my receipt of a degree. I agree to notify WVDOH Human Resources and obtain prior permission to remain as a participant in this program should I transfer to another college and enroll in my declared degree program of study. To maintain eligibility, I understand that

- 1.) I must maintain twelve (12) credit hours per semester.
- 2.) I must continue as a co-op student for the Division of Highways until graduation.
- 3.) I must maintain an overall GPA of 2.50.

I understand that the amount of my scholarship will be credited \$1,500 every six months I remain employed by the Division. I also understand that I may not receive a job offer in the district(s) or division(s) which I prefer, but must accept employment if offered or be in default.

I fully understand that the foregoing statements and answers are submitted under oath and that failure to answer any question or to make a full and accurate disclosure of any facts or information called for herein may result in the disqualification of my Division of Highways Scholarship Program Application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_, being duly sworn, says: "I have read the foregoing questions and instructions and have answered fully and frankly, and affirm that all of the information provided herein is of my own knowledge, true and correct."

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary's signature: \_\_\_\_\_ (Notary's Seal)