

The Pennsylvania Department of Transportation Announces



2017 Summer Internships in Cultural Resource Management

PennDOT's Cultural Resource Management Program anticipates offering internships in cultural resource management and historic preservation at the Central Office in Harrisburg Pa. and in Indiana, Pa. at Indiana University of Pennsylvania. Interns will be directly involved in important research on the management, study and stewardship of archaeological sites and historic resources affected by transportation projects. They'll also be exposed to the full range of job skills and employment opportunities in Cultural Resource Management through formal seminars and rotations in GIS, curation, archaeological field work, project assessment, consulting, environmental review, and National Register evaluation.

Our internships, part of the Department's Engineering, Scientific and Technical Internship Program (ESTI), paid \$12.29/hour in 2016 and undergraduate or graduate credit may be available through your university department. Preference will be given to applicants with previous exposure to GIS, database management, and archaeological, historical, or historic preservation course work and field experience in the Middle Atlantic region. Excellent communication skills are important. **Please submit your application no later than January 27th, 2017. Interviews typically are scheduled in February and March.**

Requirements:

Students **must** be registered fulltime (carrying 12 or more undergraduate credits or 9 or more graduate credits) for the fall semester 2017, and in good academic standing to be considered for internship positions for summer 2017.

The following majors will be considered for Cultural Resource Management internships:

Anthropology, Archaeology, Cultural Resource Management, Historic Preservation, Preservation Planning, History, Architectural History, Geography/GIS, Geology, American Studies, Communications Media

Students must also have completed their 1st year in a 2-year Associate Degree Program or their 1st year in a 4-year Bachelor Degree Program.

To Apply: Please complete the application below. **PLEASE NOTE: If you are applying via email attachment, your signature is not required.** **PLEASE NOTE: Under Item 10 (location where you will accept employment), if you are applying for a Harrisburg-based internship, enter code 22. If you are applying for an IUP-based internship, enter code 32.** Submit your **completed application, a resume or curriculum vita with references**, and a **one page writing sample** to Joe Baker at the address below (**email with attachments preferred**). You can also contact Joe with any technical questions you might have about the Summer Internships in Cultural Resource Management.

Joe Baker
C/O PennDOT Bureau of Project Delivery, Environmental Policy and Development
PO Box 3790
Harrisburg, Pa 17105-3790
(717) 705-1482
joebaker@pa.gov

Instructions and Notes for Completing Your Application

- See Page 2 of the Application: The county codes you will need to complete Item 10 are on this page, DO NOT confuse the county codes with the Engineering District Numbers also on this page.
- See Page 3 of the Application: Under Item 10 (location where you will accept employment), if you are applying for a Harrisburg-based internship, enter code 22. If you are applying for an IUP-based internship, enter code 32.
- See Page 5 of the Application: If you are applying for one of the Harrisburg-based internships, check central office NOT District 8-0.
- University Registration: Students must be registered fulltime (carrying 12 or more undergraduate credits or 9 or more graduate credits) for the fall semester 2017, and in good academic standing to be considered for internship positions for summer 2017. There are no exceptions to this rule and the University Registrar will be required to certify that you meet these requirements. For the Cultural Resources internships, only students with the following majors are approved for internship consideration: Anthropology, Archaeology, Cultural Resource Management, Historic Preservation, Preservation Planning, History, Architectural History, Geography/GIS, Geology, American Studies, Communications Media
- Resume: Be sure to include two or three personal and/or professional references we can contact. While a course transcript is not required, you may include one with your resume, and/or include your GPA.
- Writing Sample: The purpose of the writing sample is simply to demonstrate your communication skills. The best samples are drawn from the applicant's major course of study and are clear, succinct and organized. Please limit the sample to a single page.
- Deadlines: While the formal application deadline for the ESTI program is March 30th, we typically interview Cultural Resource candidates in February and Early March, and have selected our preferred candidates by mid-March. We strongly urge all applicants to submit your applications no later than January 27th, 2017.
- Submission: Submit your completed application, a resume or curriculum vita with references, and a one page writing sample to Joe Baker (email with attachments preferred). Joe will log them in and forward them to Human Resources.

INTERNSHIP APPLICATION INSTRUCTIONS

AN ELECTRONIC VERSION OF THE INTERNSHIP APPLICATION IS AVAILABLE THROUGH PENNDOT'S WEBSITE AT <http://www.penndot.gov>. 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-penndot_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 <input type="checkbox"/> FEMALE <input type="checkbox"/>	DATE OF BIRTH
--	---------------

RACE (HOW DO YOU DESCRIBE YOURSELF?)

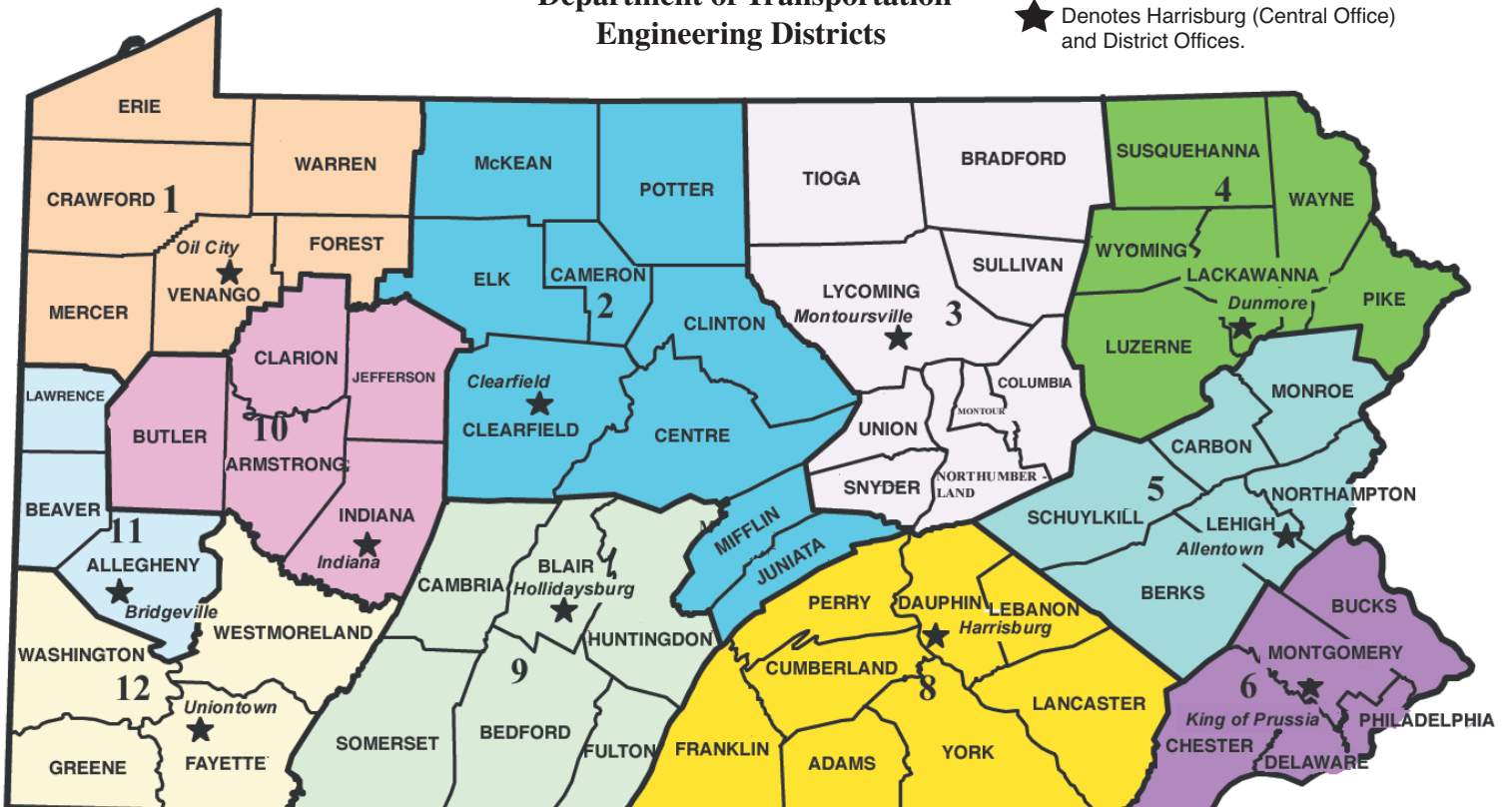
- 1 BLACK (Not of Hispanic Origin): Persons having origins in any of the black racial groups of Africa.
- 2 HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- 3 WHITE (Not of Hispanic Origin): Persons having origins in 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 - MONTGOUR	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

If yes, please indicate what county _____.

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

12. 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:

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.
If you have no preference, check both.**

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