

2019 CTS/MNDOT CIVIL ENGINEERING INTERNSHIP PROGRAM APPLICATION

Name: _____

Current address: _____

Permanent address: _____

Phone number: _____

E-mail address: _____

I am currently pursuing an undergraduate degree
in civil engineering at the University of Minnesota: YES NO

Expected graduation date: _____

Current undergraduate GPA: _____

To provide the best match between students and MnDOT staff, we would like to know your placement preferences for the 2019 program.

Please rank your preference for the internship areas listed below from 1 to 10 (with 1 being your first choice). Feel free to clarify your preferences further in your statement of interest.

Design	Construction
Materials	Environmental
Bridge (Structures)	Bridge Hydraulics
Traffic	Water Resources
Project Management	Land Surveying

Do you have a valid driver's license? YES NO

What is your preferred start date? May 15, 2019 As soon as possible

Previous Work Experience

Employer: _____

Position: _____

Job Duties: _____

Dates Worked: _____

Employer: _____

Position: _____

Job Duties: _____

Dates Worked: _____

Employer: _____

Position: _____

Job Duties: _____

Dates Worked: _____

The University of Minnesota and MnDOT do not discriminate against qualified applicants with disabilities. Anyone who believes they may need an accommodation, please contact MnDOT's Affirmative Action Office in advance, so any necessary arrangements can be made. To request an accommodation, e-mail ADArequest@state.mn.us or call 651-366-4718 (MN Relay 711).

Submission Instructions and Checklist

All required application materials must be submitted via e-mail to Chelsea Arbury at arbur001@umn.edu. Applications will be accepted until all positions are filled.

For priority consideration, please submit your application by **November 16, 2018**.

Please submit all of the following required materials:

Application form

Resume

Transcript (unofficial transcripts will be accepted)

Letter of recommendation (academic)

Statement of interest (up to two pages outlining your reasons for wanting to participate in the program, future academic and career goals, and relevant skills and experience)

Please note that all of the positions in this internship program will be located in the Twin Cities metro area. If you are interested in a position with a MnDOT District in Greater Minnesota, please apply at <https://mn.gov/mmb/careers> and search for job ID 26371.

Equal Opportunity Information (voluntary)

The information requested below will be used to evaluate our efforts to reach all segments of the population and in reviewing our selection and placement efforts. The information is VOLUNTARY and PRIVATE. It is retained separately from your work history. It is not referred to hiring managers or supervisors. If we request additional information related to your disability, it will be maintained as SEPARATE and PRIVATE medical records. We appreciate your cooperation in our efforts to ensure Affirmative Action and Equal Employment Opportunity.

Gender: Male Female

Racial or Ethnic group with which you identify:

African American

American Indian or Alaskan native

Asian or Pacific Islander

Caucasian (white)

Hispanic

Other (may specify) _____

Disability Status: Yes

No

If yes, please specify is and what type of accommodation you may need:

YOUR RIGHTS AS A SUBJECT OF DATA:

Dear Applicant: You are applying for a position with the MnDOT Civil Engineering Internship Program. The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Chapter 13 requires that you be informed of the following about the private data requested on this application. Specifically, MnDOT must advise you of the purpose and intended use of the data, whether you are legally required to provide the data, the known consequences for providing or failing to provide the data, and the identity of those who will see your data (Minn. Stat. 13.04 Subd. 2):

1. Purpose for requesting data: In order to consider you for a position with the Civil Engineering Student Worker Program, MnDOT needs you to complete this application and provide some *private data* about you such as:
 - Your **name, home address, telephone number**: This data is needed to contact you about potential job opportunities and to ensure accurate identification of your application.
2. Requirements to provide requested information/Consequences for providing or not providing the data: You are not legally required to provide any of the information requested on this application form. However without this information, MnDOT will not be able to process your application further or consider you for the Civil Engineering Student Worker Program.
3. Identity of those who will receive and review the data: MnDOT personnel whose work assignments reasonably require access during the hiring process will have access to the data you provide on your application. All private data you give us is only shared or released as required by the Civil Engineering Student Worker Program, as authorized by law and/or with your informed consent.

I have read the above Data Practices Notice and have had a chance to clarify any concerns or questions I have. I give MnDOT permission to use the data I provide on this application in the ways described on this application (Please sign below):

Electronic Signature

Date