

TRANSPORTATION WORKFORCE
DEVELOPMENT



TWD Internship Program
An ASU & ALDOT Partnership

TWD Internship Application



First Name _____ **MI** _____

Last Name _____ **Age** _____

School _____

School City & Zip _____

Grade _____ **Graduation Year** _____ **GPA** _____

Cell Phone Number () ---

Home Phone or Alternate Number () ---

Email Address _____ **@** _____ **.com**

Home Address _____

What is your ultimate career goal?

Do you plan to attend college?

If so, what will be your major or program of study?

If not, what are your plans after graduation? Be specific.

Internship Questions

Are you available to work a minimum of 20 hours a week for a minimum of 24 weeks?

Will you have a reliable source of transportation to arrive at your internship site?

Do you have health insurance?

What times are you available to work throughout the week? (please indicate a.m/p.m)
(attach separately if you need more space)

Summer:	Mon.	Tues.	Wed.	Thurs.	Fri.
Fall:	Mon.	Tues.	Wed.	Thurs.	Fri.
Spring:	Mon.	Tues.	Wed.	Thurs.	Fri.

Attachments You will need to submit the following attachments along with your application

Attachment #1: Please attach a brief essay that answers the following questions:

1. The transportation industry requires contributions from almost every field of study. What is your familiarity with careers in transportation? Considering your future major, what contributions can you make to ALDOT?
2. Why do you want to participate in TWD? How can this program assist with meeting your career goals and why should you be selected to participate in the TWD Program?

Attachment #2: Please submit one letter of recommendation:

- Must be from a teacher, principal, counselor or school administrator,
- Speak to your academic achievements, school involvement, and/or community service,
- Address why you are a good fit for TWD and what you can gain by participating in TWD,
- Be typed and signed by the recommender, and
- It can **either** be sent separately via email to lclark2371@alasu.edu **or** included with the application in a sealed envelope.

Attachment #3: Please attach a record of your academic performance:

- You may submit standardized test scores (ACT/SAT), OR
- You may submit your most recent transcript or report card that reflects your current GPA.
- It can **either** be sent separately via email to lclark2371@alasu.edu **or** included with the application in a sealed envelope.

Attachment #4: Attach a copy of your resume (OPTIONAL)

- If you have a copy of your resume that you want to share with the search committee, feel free to include along with your application.
- This is **optional** and not a mandatory requirement for the application process.

Consent & Signature

As a way to connect with other students around the state of AL who are also enrolled in the TWD program, the TWD staff may request a photo or image of you at your worksite to be used on a potential social media account (Instagram or Facebook) or website. Do you consent to allowing us to use your photograph or images on our site?

_____ **Yes, I do consent** _____ **No, I do not consent**

I **agree** that the information I provided is correct. I understand this information will be used only for the purposes of the application for the TWD program and is otherwise deemed confidential information. I understand that failure to submit a completed application with all of the attachments may disqualify me from consideration into the program. I **understand** that should I be selected to participate in the TWD Program, the TWD program staff will be in contact with my site supervisors at ALDOT to assess performance, progress and concerns of my internship as this is a paid position. I understand the TWD Program staff will contact me regularly regarding time sheets and evaluations. I understand that the TWD Program staff may contact my parent/guardian or school reference if I miss several hours of my internship without giving advanced notice or if I am unable to be reached by either TWD or ALDOT personnel for an extended amount of time.

Print Name: _____

Signature: _____ **Date:** _____

Please return your completed application to:

lclark2371@alasu.edu

OR

Leslie M. Clark

Alabama State University

Office of Academic Affairs

118 Councill Hall

915 South Jackson Street

Montgomery, AL 36106

TWD Staff is located on the campus of Alabama State University. You may reach the staff by phone at 334-604-6312 or via email at lclark2371@alasu.edu. You do not have to be an ASU student to participate in this internship opportunity. Feel free to contact us with any questions or concerns regarding the application process.