



SCHOOL TO EMPLOYMENT AT PENNDOT (STEP)

STATEMENT OF UNDERSTANDING

ELIGIBILITY

PennDOT’s school to employment program is open to high school students who have completed their junior year. Positions may be available in any of the state’s 67 counties. Eligibility is determined by the high school/vocational school through the student’s grade point average, attendance, and career interest/background. If eligible, students must arrange academic schedules with the school’s Co-Op/Internship Director to be able to work the required program hours.

PROGRAM HOURS AND DURATION

Internships are either nine months or one year in duration, with at least three hours of work on days in attendance. Hours of work during summer or seasonal/holiday breaks are not more than 37.5 hours per week, regardless of age. During the school year, hours of work for students are not more than 28 per week for 17 year olds and not more than 30 per week for 18 year olds and above. Starting and ending dates for the program depend upon school schedules and agency needs. Extracurricular activities and/or summer vacations of one or two weeks are acceptable. All time off must be discussed in advance with the supervisor. Attendance and call-off procedures will be addressed at orientation. Program options include:

One Year (Summer and Academic Year)	9 Months (Academic Year)
From July 1 following the junior year up through June 30 of the next year	From the beginning of the senior year up through June 30 of the next year

APPLICATION PROCESS

All paperwork must be obtained from the Co-Op/Internship Director. Application packets need to include: a) Statement of Understanding, b) Student Application/Eligibility Verification form, and c) working papers (work permit) if the student is under age 18. All documents must be submitted electronically by the Co-Op/Internship Director to the STEP resource account: STEP@pa.gov.

Applications will be reviewed upon receipt and names will be forwarded to hiring managers. Co-Op/Internship Directors will be notified directly by the hiring manager to inform students of an internship interview. ALL internships are paid and students will be required to provide necessary information/verification documents upon a job offer/acceptance so appropriate payroll processing can be arranged.

IDENTIFY THE JOB GROUP(S) AND SPECIALTY AREA(S) OF INTEREST (Check all that apply and if Other please specify):

SKILLED TRADES		PROFESSIONAL/TECHNICAL/BUSINESS		ADMINISTRATIVE	
A/D Mechanic	Body Repair	Communications	Engineering	Word Processing	Records Management
Drafting (CAD)	Printing/Signage	Environmental Services	Geographic Information System (GIS)	Data Entry	Reception
Surveying	Welding	Human Resources	Information Technology		
Other:		Real Estate	Other:		

TRANSPORTATION/PARKING

Students are responsible for their own transportation and parking expenses if incurred.

SIGNATURES

I acknowledge that I have read this statement and understand its contents.

STUDENT:

Printed Name

Signature

Date

Phone Number

Email

PARENT/LEGAL GUARDIAN:

Printed Name

Signature

Date

Phone Number

Email

CO-OP/INTERNSHIP DIRECTOR:

Printed Name

Signature

Date

Phone Number

Email

Name of School

City

County