



THE NEW JERSEY
DEPARTMENT OF LABOR
AND WORKFORCE DEVELOPMENT

iINTERN
LEARNING
EXPERIENCE FOR
ACHIEVEMENT AND
DEVELOPMENT



2022 INTERNSHIP
APPLICATION

Summer 2022

Application Deadline: 4/5/22



Cultivating future leaders.

iLEAD (Intern Learning Experience for Achievement and Development): Paid, non-credit Internship
Internship ID #: 202202 | Positions: Multiple | Level: Undergraduate/Graduate | Rate: \$22.69/hour



The New Jersey Department of Labor & Workforce Development (NJ DOL) is currently accepting applications for the iLEAD.

iLEAD DESCRIPTION

The NJ DOL is dedicated to *cultivating future leaders*, especially in the area of public service. That is why we developed a robust summer internship program focused on providing professional opportunities within the Department which utilize and build interns' *Knowledge, Skills, and Abilities*. The project-based work experience opportunities for interns are available within the NJ DOL's respective divisions and will provide interns with meaningful assignments aimed to prepare them for a productive career. Interns will conduct research, compile information, develop action plans, report findings, and create an end-product. To promote a learning environment and foster a networking culture, supervisors will be assigned to assist, mentor, and provide constructive feedback to interns throughout the program.

APPLICATION CHECKLIST

- Completed and signed Application Packet
- Include Internship ID # when emailing items
- Resume
- Cover letter

Application Deadline: 4/5/22

Please submit this Completed Application Packet to **NJDOLInterns@dol.nj.gov** by **April 5, 2022**. Be sure to include the Internship ID# (202202) in the subject line of the email.

Are you a returning NJ DOL Intern? Yes No

If yes, which year? _____

Per Executive Order 253, all state employees **are required to be vaccinated** by October 18, 2021 or undergo frequent testing. Please **do not** submit your vaccine card at this time. The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

Authorized by **Tennille R. McCoy, Assistant Commissioner**, Division of Human Capital Strategies
Department of Labor and Workforce Development | P.O. Box 044 | Trenton, New Jersey 08625-0044

2022 SUMMER iLEAD APPLICATION

Name: Last _____ First _____ MI _____

Street Address _____

City _____ State _____ ZIP _____

Phone Number _____ Email _____

Are you a U.S. citizen? Yes No

If not, are you an alien authorized to work in the U.S.? Yes No

Current School _____ State _____

Major 1 _____ Major 2 _____

Minor _____ Concentration _____

Education Level: Undergraduate Graduate Student

Undergrad Level: Freshman Sophomore Junior Senior Other _____

Graduate Level: Year 1 Year 2 Year 3 Year 4 Other _____

Expected Graduation Date (mm/yy) _____

NOTE: To maintain an internship at the NJDOL, no Intern can be employed by another public or private entity for the duration of the Internship.

Division Preference: Please select *THREE* preferred options from the *Divisions List* on page 4. While your selections do not guarantee placement, they assist our office in the recruitment process.

Choice 1 _____

Choice 2 _____

Choice 3 _____

By checking this box, I affirm that the Internship will be my only source of employment for the duration of the Internship Program.

By checking this box, I acknowledge that all interns are expected to attend the entire 6-week internship program period.

By checking this box and typing my name below, I am electronically signing this application. I understand that an electronic signature has the same legal effect as a written signature.

Signature _____ Date _____

DIVISIONS LIST

Please review the following list of Divisions within the NJDOL to determine which would be the most appropriate for you. Please note your selections on the previous page (**three maximum**). This list is subject to change depending on a number of factors. *Please note that some positions may require a **commute** to a location other than 1 John Fitch Plaza, Trenton, NJ.*

1. Board of Mediation (BOM)

BOM serves as a neutral third party to help resolve labor disputes. The division works to promote a stable and harmonious relationship between workers and employers in New Jersey. Our professional mediators and support staff help employees and management negotiate and administer labor agreements.

Major(s) Specified: Labor Relations, Public Administration, or related field

2. Communications and Marketing (Comms)

Comms oversees all internal and external marketing and communications activities for NJDOL. Specifically, the Office is responsible for all NJDOL publications, forms, media/public relations materials, marketing activities, intranet content, web/online information, and video.

3. Division of Information Technology (DIT)

DIT is a team of roughly 100 employees engaged in all aspects of IT Solution implementation and support. Our work encompasses various branches of IT including application development, desktop support, network health, data protection, business process analysis, project management and governance, contract review and solution engineering. Our goal is to provide seamless delivery of technology services and facilitate the digital transformation of the Department of Labor while keeping abreast of the latest trends in the field.

Skills Requested: Developer skills, project management, procedure writing, workflow mapping, network monitoring, Python skills, business writing and analysis

Major(s) Specified: Management Information Systems, Computer Science, or related field

4. Division of Vocational Rehabilitation Services (DVRS)

The goal of DVRS is to prepare and place in employment eligible persons with disabilities who, because of the significance of their disabling conditions, would otherwise be unable to secure and/or maintain employment. In addition, an increasingly important goal is to provide and promote comprehensive services for independent living designed to meet the current and future needs of individuals whose disabilities are so significant that they do not presently have potential for employment, but may benefit from rehabilitation services that will enable them to live and function as independently as possible.

5. Employment Accessibility Services (EAS)

Our goal is to exhibit excellence in providing services to those who seek New Jersey (NJ) vocational rehabilitation and employment related services, Social Security disability determination services, short term wage replacements due to temporary disability or family leave.

Skills Requested: Data analytics, information visualization, great communication skills

6. Human Capital Strategies (HCS)

HCS oversees Human Resources, Labor Relations, Diversity and Compliance, Employee Development and Training, and Contract Compliance. These teams ensure the delivery of an efficient and effective operation through enforcement of Department, State, and Federal rules, regulations, policies, procedures and negotiated union agreements.

Skills Requested: Written and verbal communication, digitally competent, photography, graphics

Major(s) Specified: Labor Relations, Public Administration, Education, Digital Art / Graphic Design

7. Income Security (IS)

Income Security oversees public-facing services including Fraud Prevention and Risk Management, Unemployment Insurance, and Employer Accounts. Employer Accounts provides information for employers regarding filing due dates, interest and penalties, penalty abatement, voluntary contributions, and more.

Skills Requested: Microsoft Word, Excel, detail-oriented, basic office equipment experience

Units Specified: Employer Accounts

8. Office of Finance and Accounting

Finance and Accounting is responsible for the Department's internal financial systems and support. Interns will partner with an accountant and participate in the preparation of monthly financial statements, calculation of month end accruals, execution of journal entries, payment of expenditures and trained on New Jersey's general ledger system.

Skills Requested: Accounting

Major(s) Specified: Accounting or related field

9. Office of Research and Information (ORI)

The Division produces analyses, reports, and completes research in support of the department's workforce development priorities, with a focus on employment, training, and workforce alignment efforts.

Skills Requested: Tech-oriented, data processing, data collection, case management system and data analysis, standard operating procedure writing

Unit Specified: Workforce Research and Analytics (WRA)

Major(s) Specified: Management Information Systems, Computer Science, Technology, Mathematics, Business/Data Analytics

10. Office of the Commissioner

Commissioner Robert Asaro-Angelo is proud to oversee the state's diverse services to New Jersey workers. The Commissioner's Office is responsible for key operations, fiscal oversight, and ensuring the NJDOL is on pace to fulfilling its commitments to its constituents, employees, and the public.

Skills Requested: Research, confident writing, meeting facilitation, project management, Microsoft Suite, an interest in exploring a career in public service

Major(s) Specified: Rutgers University intern - Political Science, Public Administration, Journalism

11. Public Safety & Occupational Safety & Health (PSOSH)

Our mission is to provide the licensing and permitting requirements for Asbestos; Stationary, Refrigeration, Power Engineer and/or Boiler Operators; and Crane Operators. The Division oversees mine safety, explosives, fireworks, retail gas dispensing and model rocketry. We ensure all public employees are provided with safe and healthful work environments free from recognized hazards in accordance with the NJ Public Employees Occupational Safety and Health Act. The Division also offers free health and safety training and consultation services to public and private employers, and generally advises industry on safety promotions.

Unit(s) Specified: Mechanical Inspection, Bureau of Boiler and Pressure Vessel Compliance, Office of Public Safety Compliance

12. Wage & Hour Division & Contract Compliance (WHD)

WHD administers and enforces a wide variety of labor laws and regulations. These include minimum wage, overtime and benefit requirements under the NJ State Wage and Hour Law, Wage Collection Law, and Earned Sick Leave Law, providing rules for the employment of minors, paid sick leave and full payment of all wages as well as the Prevailing Wage Act and contract compliance anti-discrimination regulations that apply to most publicly funded construction projects and projects on public property, including school construction. The enforcement of these laws ensures that employees are paid properly, provides employees with safe, fair and equitable working conditions and protects good faith employers from unfair competition by employers who willfully violate labor laws. The WHD utilizes Strategic Planning and Enforcement methodology to maximize its efforts to insure industry-wide compliance with high violation rates.

Skills Requested: Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel), strong interpersonal skills, ability to multitask, excellent written and verbal communication, energetic and eager to tackle new projects and ideas

Unit(s) Specified: Training Unit, Wage Collection Section

13. Worker's Compensation (WC)

The Office of Special Compensation Funds consists of three sections. The Second Injury Fund provides benefit payments to works who are partially disabled who subsequently experience a work-related injury which totally disables the worker. The Uninsured Employer's Fund provides temporary disability benefits and medical benefits to workers suffering from compensable injuries while working for uninsured employers. Compliance Enforcement enforces the law that requires employers doing business in NJ to secure workers' compensation insurance coverage through an authorized commercial carrier or through self-insurance programs.

Skills Requested: Attentive, analytical, able to assess information, communicative, willing to be trained in applicable NJ laws and regulations governing compliance enforcement

Unit(s) Specified: Compliance Enforcement

14. Workforce Development (WD)

The Division of Workforce Development is responsible for New Jersey's workforce services, including vocational rehabilitation services, veteran's services, and more. In addition to the WD office at NJDOL, interns can secure a position at a One-Stop Career Center, which offers a variety of programs and services to help employers meet their need to secure talented workers.

STATE OF NEW JERSEY

AFFIRMATIVE ACTION INFORMATION FORM

To Be Completed By Applicant
Not For Interview Purposes
To Be Filed Separately With
Affirmative Action Officer

The *State of New Jersey* seeks to increase the richness and diversity of its workforce and in doing so become the employer of choice for all people seeking to work in State government. In order to judge the effectiveness of our efforts to attract and employ a diverse workforce, as well as comply with Federal and State reporting requirements, we ask that you take the time to answer a few brief questions.

This form is not part of your application for employment and will not be considered in any hiring decision. Any information submitted on this form will be considered confidential and will be filed separately by the agency's affirmative action officer.

The *State of New Jersey* is an equal opportunity employer. The *New Jersey State Policy Prohibiting Discrimination in the Workplace* provides that applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.

APPLICANT NAME: (Last, First, M)

APPLICANT ADDRESS:

POSITION(S) APPLIED FOR:

DATE:

DIVISION:

GENDER:

Male Female Non-Binary

A. Ethnicity: (Please Select One)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Not Hispanic or Latino

B. Race: (Please Select one)

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

The EEOC has recently updated its data collection requirements to allow employees who may be of two or more races to identify themselves. If you are of more than one race please identify them below.

C. Two or More Races: (If applicable, select the two or more races with which you identify)

American Indian or Alaska Native

Black or African American

White

Asian

Native Hawaiian or Other Pacific Islander

If you require an accommodation for the interview process please advise the HR representative at the department where you are applying for the job.

REFERRAL SOURCE:

How did you learn of this position? _____

PERSONAL RELATIONSHIPS DISCLOSURE

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Department of Labor and Workforce Development (NJDOLE) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJDOLE employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/ domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

NJDOLE requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS) Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJDOLE's Equal Employment Opportunity Office ("EEO Office") and/or the NJDOLE Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, changing the reporting relationships or transferring any employees/interns involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure YES (Write disclosure on next page)
 NO

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during my employment.

Applicant's Name _____

Applicant's Signature _____

ADDITIONAL DISCLOSURE

If needed, please use this page for additional disclosure information, as referenced in the previous page.