



King County

Invites Applications for the Position of:

Internships (Student) and/or Veteran Fellowships at Metro Transit in 2018/2019

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 04/06/18 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 05/04/18 11:59 PM (GMT -8:00)

SALARY: \$16.60 - \$30.03 Hourly

LOCATION: Multiple locations in King County

JOB TYPE: Intern or Veteran Fellowship

DIVISION: Department of Transportation - Transit Division

JOB NUMBER: 2018MC07945

SUMMARY:

Student Internship and Veteran Fellowship Opportunities at Metro Transit in 2018/2019

King County Metro Transit is currently taking employment applications from interested full-time or part-time undergraduate or graduate college students **and** qualified veterans, for upcoming student internships and Vets 4 HIRE veteran fellowships, as noted in more detail below. The time period of the internships will vary (I.e. June, 2018 to June, 2019). Some opportunities may be extended throughout the school year.

About King County

As the only county in the United States named after Martin Luther King Jr, one of the most influential civil rights leaders in our nations' history, King County is a vibrant community with residents that represent countries from around the world. It is a region with increasing diversity that cherishes the artistic and social traditions of many cultures. Together, we're changing the way government delivers service and winning national recognition as a model of excellence.

We continue to build on an enduring legacy of shared values of equity and social justice,

employee engagement, innovative thinking and continuous improvement. With this commitment, King County has adopted a pro-equity agenda aimed at advancing regional change and is developing the systems and standards necessary to achieve better outcomes for all of our residents, regardless of their race or income. All of these qualities make this King County one of the nation's best places to live, work and play.

King County Metro Transit

King County Metro Transit is a regional and national leader in getting people to work quickly, reducing commuter stress, addressing climate change and improving urban air quality through sustainable transportation strategies, and by providing comfortable, effective and equitable regional mobility services for commuters, residents, and visitors of King County, Washington.

Who May Apply

These internships/fellowships are open ONLY to:

- Full-time or part-time students currently enrolled in an undergraduate or graduate college program (depending on the internship/fellowship). Students must be full-time or part-time students during the entire internship, with the exception of the summer. Employment as an intern during the summer requires that the student be registered as a student for the fall. **AND/OR**
- U.S Military Veterans. Those who left the military within the last five years and reside within King County will be given preference.

COMTO Internship Program

In alignment with King County's Equity and Social Justice Strategic Plan and Executive Dow Constantine's encouragement to lead with racial equity, King County Metro Transit is partnering with COMTO's Careers In Transportation for Youth (CITY) Internship Program. Interested students are encouraged to complete an online application here **and** also on the COMTO website. Students interested in a COMTO Internship **must** submit their application and additional materials on the COMTO website at <http://www.comto.org/?page=cityinternapp> by **April 23, 2018**.

The selection process for the COMTO CITY internship will be handled through COMTO. Please visit <http://www.comto.org/page/Internship> for additional information on this program and to apply.

Work Schedule

Individual hiring authorities may authorize up to 40 hours/week for non-students; up to 40 hours/week for students during the summer vacation, and up to 20 hours/week max during the school year for students. The duration of employment will vary by each opportunity.

Benefits

Interns/Vet Fellows receive a free transportation pass (good on Metro, Pierce, Community and Sound Transit and King County's Water Taxi). Additionally, Interns/Vet Fellows will accrue .025 hours of paid sick leave for each hour in pay status.

Wage Information

Student Interns:

- Undergraduate Interns will be compensated \$16.5971 to \$21.0378 per hour.
- Graduate Interns will be compensated \$18.6867 - \$23.6863 per hour.

Vets 4 HIRE Veteran Fellows will be compensated at a range of \$16.5971 - \$30.026 depending on military rank and education level.

- Veteran Fellow I 26 \$16.5971 - \$21.0378 - High School graduate; or pursuing BA; or enlisted grade E4 or lower
- Veteran Fellow II 31 \$18.6867 - \$23.6863 - Possess BA; or pursuing Masters; or enlisted grade E5 or higher
- Veteran Fellow III 41 \$23.6883 - \$30.0261 - Completed Masters or Officer rank

Forms and Materials Required

An employment application completed at www.kingcounty.gov/jobs with complete employment history, answers to the supplemental questions are required. A resume is optional. You can either attach your resume in the "attachments" section or paste it into the "text resume" section of the employment application.

If you are unable to apply online, you may submit a [paper King County application form](#) and answers to the required supplemental questions (you may also submit a resume to further expand on your experience). Your application materials must be received prior to the closing date/time of May 4, 2018. Send your application (including all required materials) to: King County Metro, 201 South Jackson Street, Suite 419, Seattle, WA 98104.

For more information regarding this recruitment, please contact:

Mara Cardenas
Senior Human Resource Analyst
206-477-2358
mara.cardenas@kingcounty.gov

JOB DUTIES:

Each student intern or veteran fellowship assignment will involve a set of customized learning objectives and deliverables that provide hands-on experience assisting with and accomplishing specific work tasks or projects within each section.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Student Internship Candidates

Current enrollment in a college degree program or registration for full-time or part-time classes for the Fall, 2018 quarter/semester, or authorization to register for the Fall, 2018 quarter/semester (if registration has not yet occurred), or full-time or part-time class status for the summer is required.

Veteran Fellow Candidates

Will have an equivalent combination of education and experience leading to ability to perform the duties of the position. Veterans who currently reside within King County, AND have left the military within the past five years will be given hiring preference.

**Some positions may require a Washington State driver's license or alternative ability to report to various work sites around King County.

Available Internships (Student) and/or Veteran Fellowship Opportunities:

Customer Communications and Services (CCS) – Marketing and Promotions – Undergrad, Graduate or Vet Fellow opportunity available Summer 2018 through Spring 2019

Under the guidance and mentorship of a professional marketing staff, the selected Intern/Vet Fellow will gain hands-on experience by assisting in the development and execution of marketing and promotional campaigns for the nation's 6th largest transit agency (in terms of daily ridership). Interns/Vet Fellows will design and apply creative approaches for messaging to targeted, diverse audiences. Will assist with varied forms of outreach such as direct mail, web, paid media, events, and social media. Will write copy for multiple formats such as marketing materials, social media, and reports. Will assist with creating visual communication pieces using tools of graphic design, layout, infographics for print and web. Will assist with development and implementing social marketing and other strategies to inform and influence travel behavior. Will use evaluation tools to assess market penetration such as surveys and social media analytics. Will work with professionals from different disciplines within and outside Metro, including staff from local jurisdictions (cities), non-profits and outside vendors such as copywriters, graphic designers, and direct mail and fulfillment houses.

Specific learning objectives will include:

- Creating and executing strategic marketing tactics
- Planning and developing social media content
- Copywriting and graphic design coordination
- Learning how public outreach is done
- Strengthening communication and collaboration skills through interaction with King County and King County Metro department staff
- Ability to develop related marketing and promotions projects

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- College interns must be in a degree program in marketing, advertising, communications, business, public administration, urban/transportation planning or a related field. (The successful Veteran Fellow candidate will have similar skills and background, but do not need to be in a college degree program)
- Excellent written, oral, interpersonal and visual communication skills
- Work or academic experience with marketing methods and/or visual communications in a variety of media and platforms
- Strong interest in public transportation and the desire to make a difference in King County's transportation landscape by promoting the use of transportation solutions – encouraging people to shift travel from driving alone to using transit, sharing rides, biking, walking and teleworking

- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds

Desired Qualifications:

- Graphic Design skills

**Individuals submitting applications for Customer Communications and Services (CCS) internship/fellowships are encouraged to include a resume and cover letter. Your cover letter should express your interest in the position and why this internship or fellowship will assist you in your career goals.

Design and Construction – Undergrad or Graduate (COMTO Internship, summer only)

The COMTO intern assigned to this assignment will get a better understanding of the systems and structures that allow a large public organization to function. Specifically, this intern will look at how the Design and Construction contributes to King County Metro Transit's organizational goals. Selected student will gain a better understanding of the complexity and variety of projects completed within Transit and King County and gain a deeper appreciation for what it means to be a public employee at a transit agency. This assignment will provide opportunities to evaluate policies, procedures and practices with an equity lens, identify barriers and engage in conversations with peers, section management and senior management regarding information learned. The student selected for this assignment will be provided the opportunity shadow individuals within government and get a better idea of the cross-agency relationships needed to successfully implement capital programs/projects. Individuals interested in how to apply an equity and social justice lens to government work - policies and practices will find this assignment interesting.

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- Degree program in Business, Environmental Justice, Sustainability, Public Administration, Diversity & Inclusion, Equity and Social Justice or other related field
- Self-starter with the ability to take direction and work independently, as well as, on teams
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds.

Metro Transit Employment Services Human Resources – Undergrad or Graduate (COMTO Internship, summer only)

This assignment will provide an opportunity to gain knowledge of how cool it is to work in human resources for local government. Students interested in this assignment will support and gain insight into one or more of the following areas: talent acquisition, health and wellness, records management, and workforce development. Additionally selected candidate will assist on a variety of projects and conduct interviews with HR professionals to gain further insight on the benefits and challenges that come along with working in public sector human resources. Metro

Transit Human Resources is a diverse and inclusive work group committed to advancing equity and social justice in our day to day work.

Minimum Qualifications:

- Pursuing a degree in any Human Resource-related field.
- Demonstrated ability to handle confidential and sensitive information.
- Strong interpersonal and communication skills.
- Ability to follow through on multiple priorities and assignments.

- Self-starter with the ability to take direction and work independently, as well as, on teams.
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds.
- Ability to work in a fast-paced and agile environment.

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Transit Market Development - Graduate or Vet Fellow opportunities available Summer 2018 through Spring 2019

Transportation Demand Management (TDM)

This internship opportunity focuses on transportation demand management (TDM). The Market Development group is a regional and national leader in the field of transportation demand management (TDM), particularly through its work with local cities, employers, developers and other partners. The group implements programs to reduce drive-alone travel, develops alternative transportation and mobility products, applies innovative pricing and financial partnering approaches, proposes transit/rideshare-supportive policies and legislation at the local and state levels, and manages agreements with employer agency and local jurisdictional partners.

The individual selected for this assignment should expect to learn about the principles of Transportation Demand Management and the role of TDM in the overall transportation system. Additionally the selected candidate will gain hands-on experience in the implementation of TDM programs.

Specific emphasis includes:

- Gaining knowledge of approaches to implement community based programs;
- Developing knowledge of community based outreach as tools to influence travel behavior;
- Gaining a good understanding of inter-agency partnership work, through interaction with consultants, staff at non-profit agencies and jurisdictions; and
- Gaining understanding of team-based work, policy analysis and presentation skills.

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- Graduate student with a bachelor's degree in Transportation Policy and Planning, Urban Planning, Public Policy or related fields or experience equivalent to an undergraduate degree in these or related fields is preferred
- Work or academic experience in transportation research or planning
- Strong analytical, oral and written communication skills
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds
- The successful Veteran Fellow candidate will have similar skills and background

Connecting to Transit Team

The person selected for this internship opportunity will support the parking element of the Connecting to Transit team. The Connecting to Transit team is responsible for implementing the access to Transit vision put forth in METRO CONNECTS, Metro's long range plan. The team develops pilots, programs and technical planning work to better manage existing transit parking, identify low-cost options for expanding parking capacity in the near term, plan for longer-term permanent parking expansion, and support non-drive alone options for reaching the transit system.

The selected candidate should expect to:

- Gain understanding of the principles for Transportation Demand Management and the role of TDM in the overall transportation system, and gain hands-on experience in the implementation of TDM programs
- Understand the role of land use and parking in supporting transit-oriented communities.
- Gain an understanding of partnership work with local jurisdictions, other transit agencies, regional governments, non-profits, multifamily developers and property managers, and consultants

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- Graduate student with a bachelor's degree in Transportation Policy and Planning, Urban Planning, Public Policy or related fields or experience equivalent to an undergraduate degree in these or related fields is preferred
- Strong analytical skills including data collection, data analysis, and policy analysis
- Strong writing and editing skills
- Interest in exploring a career in transit
- Strong computer skills. Preferred computer skills include Excel, Word, Access, design software and GIS

- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds
- The successful Veteran Fellow candidate will have similar skills and background

The successful candidate will show good judgement, the ability to work with demanding and competing deadlines, and the ability to handle sensitive issues with diplomacy and poise.

Innovative Mobility Program

The person selected for this internship will support the Innovative Mobility (IM) Program. The Innovative Mobility Program is tasked with studying, testing, and planning how to leverage the growth of emerging mobility services and technologies to improve mobility in King County. The innovative Mobility Program advances Metro's strategic vision for leveraging these opportunities, through studies, pilots, policies, and new planning efforts. The IM Program is built on our collaboration and partnerships with communities, government agencies, and the private sector. The innovative Mobility Program has adopted an Action Agenda that will serve as the policy direction for the program.

Over the course of the internship, the selected candidate should expect to:

- Develop first-hand practical knowledge of how Metro aims to leverage new mobility services and technologies to improve mobility in King County.
- Develop applied data analysis and research skills toward program design and policy development.
- Gain a good understanding of inter-agency partnership work, through interaction with consultants, staff at non-profit agencies and jurisdictions; and
- Gain understanding of team-based work, policy analysis and presentation skills.

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- A graduate student with a bachelor's degree in Transportation Policy and Planning, Urban Planning, Public Policy or related fields or experience equivalent to an undergraduate degree in these or related fields is preferred.
- Work or academic experience in transportation research or planning.
- Strong analytical skills, including data collection, data analysis, and policy analysis.
- Strong writing and editing skills.
- Strong computer skills. Preferred computer skills include Excel, Word, Access, design software and GIS.
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds.
- The successful Veteran Fellow candidate will have similar skills and background.

Transit RapidRide –Undergrad, Graduate or Vet Fellow opportunity available Summer

2018 through Spring 2019

The individual selected for this internship will participate in the RapidRide Program enhancement and expansion for King County Metro Transit. Student/Vet Fellow will gain knowledge and understanding of data analysis, reporting, monitoring, performance measurement, and internal and external stakeholder work related to RapidRide development. The Intern/Vet Fellow will support project managers on the development of the RapidRide Expansion program for Seattle and county-wide lines.

Minimum Qualifications:

- Pursuing degree program in Urban Planning, Public Policy, Political Science, Engineering, Geography, or Communications
- Interest in Public Transportation and/or experience using Public Transportation
- Strong oral and written communication skills
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds
- Ability to work in teams
- Experience with Microsoft Word and Excel
- The successful Veteran Fellow candidate will have similar skills and background.

Transit Route Facilities Group – Graduate or Vet Fellow opportunity available Summer 2018 through Spring 2019

Route Facilities

This internship presents an opportunity to gain hands-on experience in the principles and practices of planning and designing bus passenger facilities in a large, public transit agency. The person selected will assist in planning and designing transit hub facilities using multi-model transportation planning relating to rail, bus transit, pedestrian, bikes, and urban design. The selected candidate will gain an understanding of working with interagency partnerships and consultants and experience participating in projects with integrated, multidisciplinary teams.

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- Enrolled fall 2018 in a graduate degree for Urban Planning, Urban Design, Architecture, Landscape Architecture, Transportation Planning, or Civil Engineering or related fields
- Work or academic experience in transportation research, planning, or design
- Interest in public transportation and/or experience using public transportation
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds
- Strong analytical, oral and written communication skills
- Ability to work in teams
- Experience with Microsoft Word and Excel
- Skills in computer design software and use of GIS
- The successful Veteran Fellow candidate will have similar skills and background.

Desired Qualification:

- Advanced work or academic experience in Urban Design

Service Planning – Undergrad, Graduate or Vet Fellow opportunity available Summer 2018 through Spring 2019

Service Planning

Participate in Service Planning for King County Metro services. Assist with data analysis, reporting, performance measurement, and public outreach work related to service change development. The Intern/Vet Fellow will support project managers for service changes being proposed for 2019 and support the development of the RapidRide Expansion program for Seattle and county-wide lines.

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- Pursuing degree program in Urban Planning, Public Policy, Political Science, Engineering, Geography, or Communications
- Strong oral and written communication skills
- Ability to work in teams
- Experience with Microsoft Word and Excel
- Interest in public transportation and/or experience using public transportation
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds
- At ease communicating and collaborating with members of the public
- Schedule flexibility to attend public meetings after normal work hours
- The successful Veteran Fellow candidate will have similar skills and background

Transit Safety Unit – (COMTO Internship, summer only)

This internship opportunity will provide experience and a basic understanding of standards and industry best practices governing regulations and challenges associated with industrial safety, security, emergency management and operation/maintenance safety for bus and rail public transportation modes. The individual selected for this assignment will be provided with the opportunity to work with other teams and leaders to support King County Metro Transit objectives.

This internship will be located in the Training & Safety Facility at 11911 East Marginal Way S Building A, Tukwila, WA 98168.

Minimum Qualifications:

- Work or academic experience within the safety and health, environmental studies, public administration, chemistry or biology fields
- Excellent communication skills (writing, oral, and listening)
- Ability to be a team player and follow instructions and also perform independently as needed
- Ability to plan and organize effectively to complete assignments and support projects within the organization successfully
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds

Strategy & Performance – Undergrad, Graduate or Vet Fellow opportunity available

Policy and Planning

Gain direct experience with strategic planning and implementation initiatives with Metro's Strategic Planning team. The person selected for this internship will assist with graphics, data analysis, writing, communication, project management and strategic planning work that helps move the organization forward. The Intern/Vet Fellow will support program and project managers with the METRO CONNECTS Development Program, fares policy, sustainability, grants, equity and social justice, and capital program development. Intern/Vet Fellow will learn about equity in transit, long range planning, strategic planning, project management, policy development and policy analysis in the public sector.

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- Degree program in Planning, Policy, Sustainability, Public Administration, Diversity & Inclusion, Equity and Social Justice or other related field
- Ability to communicate well, oral and written
- Organization, tracking, management, and coordination to support project managers
- General program and project support to further strategic planning goals and work
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds
- Graphic and visual communication to support projects and develop presentations
- Willingness to learn
- The successful Veteran Fellow candidate will have similar skills and background
- Experience with Microsoft programs preferred (Word, Excel, PowerPoint, Outlook)

Metro's Sustainability Program (COMTO Internship, summer only)

The person selected for this internship will assist Metro in implementing King County's 2015 Strategic Climate Action Plan and commitments to reduce transportation emissions, transition to zero-emissions fleet, improve building and facility energy efficiency and green building outcomes and prepare for the impacts of climate change. This position will support sustainability projects programs and planning work that requires analysis, critical thinking, and strong written and oral communication abilities. COMTO Intern will learn about climate science, carbon reduction strategies, and sustainable transportation.

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- Degree program or equivalent professional experience in planning, environmental science, policy or sustainability, public administration, diversity & inclusion, or other related field
- Technical writing, writing for general audiences, and oral communication abilities
- Organization, tracking, management, and coordination to support project managers
- General program and project support to further sustainability planning and projects
- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions, levels of experience and backgrounds
- Graphic or visual communication abilities to support projects and develop presentations
- Willingness to learn
- Experience with Microsoft programs preferred (Word, Excel, PowerPoint, Outlook)

Business Intelligence Team

This internship will provide education regarding the transit industry, including: transit service planning; the intersection of transportation and land use; transit performance measurement and management; transit data management practices; and transit's role in sustainability, green energy and mitigating climate change.

Additionally, selected candidate will be provided the opportunity to learn how to perform survey design and development, focus group planning and logistics, field work, graphics, data analysis, data visualization for presentations, writing, communication, project management, and program and product evaluation. The Intern/Vet Fellow will support program and project managers with the Research and Evaluation Program and learn about research and evaluation tools and methods, strategic planning, customer research planning and development.

The individual selected for this assignment will assist the Business Intelligence Team in the development of dynamic data visualizations for the Monthly Business Reviews, data problem solving and visual management. The Intern/Vet Fellow will provide support in data collection and understanding and the building of data visualizations tools.

The Intern/Vet Fellow selected for this assignment will develop skills in data software applications King County Metro employs, which may include SPSS, R, MS, Access, Power BI, ArcMap, and others.

This internship will be located in the King Street Center Building, 201 S. Jackson Street, Seattle, WA 98104.

Minimum Qualifications:

- Business Administration, Social Science, Marketing, Data Management, Public Administration, Diversity & Inclusion, or other related field.
- Graphic and visual communication education or experience to support projects and develop presentations
- Education or experience in data collection methods – design and administration

- Ability to work well and respectfully with a diverse group of individuals from a variety of different positions and backgrounds.
- The successful Veteran Fellow candidate will have similar skills and background.

SUPPLEMENTAL INFORMATION:

Application Process

Applicants should complete the online application at www.kingcounty.gov, which includes the Supplemental Questions. NOTE: Please answer all questions in the online employment application, with each of your jobs listed (listing each position for each employer separately), with duties explained, reasons for leaving, etc. (Your online employment application should not merely refer to your resume for these job details.) If you have questions about the application process, please contact Mara Cardenas as stated above.

Applicants who are unable to apply online should follow the instructions under Application Tips and FAQs at www.kingcounty.gov/jobs. If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the Human Resources contact for this job announcement, Mara Cardenas, at 206-477-2358 or mara.cardenas@kingcounty.gov. Applicants who experience technical difficulties in completing the online application, should contact the governmentjobs.com Help Line, at 855-524-5627.

Selection Process

Candidates will be screened for qualifications and clarity, and completeness. The most competitive candidates will be invited to participate in one or more panel interviews.

King County values diverse perspectives, life experiences, and differences. Metro Transit and The Department of Transportation encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans. We are committed to being equitable and fair in providing equal access to opportunities for all.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Internships (Student) and/or Veteran Fellowships at Metro Transit in 2018/2019 Supplemental Questionnaire

- * 1. When applying for this position, please thoroughly complete the EDUCATION and WORK EXPERIENCE sections of your application. This includes a description of each position you have held in the last ten years if you have ten years of employment. Please include even earlier positions if they gave you work experience that relates to this job, or if you developed skills in those jobs that relate to the job you are now applying for. For each Employer listed, you must indicate your reason for leaving. If you have been terminated from any previous jobs, please state the specific reasons why. Your responses to the Supplemental Questions will be used in combination with your application, resume and cover letter to determine whether you are a competitive candidate. I have read the above statement and certify that the statements made by me on the application and supplemental questions are, to the best of my knowledge, true, complete and correct. I understand that any misrepresentation or material omission of fact on this or any other document required by King County may constitute grounds for rejection, or if employed by King County, for disciplinary measures, including dismissal. I acknowledge I have read and understand the above information.
- Yes
 No
- * 2. Please indicate which employment category applies to you.
- Student internship
 Veteran fellowship
 Both of the above
 None of the above
- * 3. Are you currently enrolled in an accredited college program?
- Yes
 No
 I am applying for a Veteran Fellowship only. This question does not apply to me
- * 4. Are you currently either registered for full-time / part-time classes for the Fall quarter/semester of 2018 or will receive authorization from your college degree program to register for the Fall?
- Yes
 No
 I am applying for a Veteran Fellowship only. This question does not apply to me.
5. Please use the capital letters shown to indicate the following information: NOTE: If applying for a Veteran Fellowship only, mark N/A. A. The college/university that you are currently enrolled in. B. The name of the college program you are enrolled in. C. The degree that you will be awarded upon graduation. D. Your Student ID number. E. When you are planning to graduate. F. When you would be available to start your internship. G. When you would need to end the internship to return to full-time student status. H. Whether you are willing and able to work full-time hours as an intern during the summer.
- * 6. As an undergraduate college student, indicate what year of school (freshman, sophomore, junior, or senior) you will attain after completing your Spring, 2018 quarter or semester. NOTE: If applying for a Veteran Fellowship only, mark N/A.

- * 7. Based on the descriptions of possible internships described in the Job Announcement, in which of the areas below are you interested in having an internship in? Check all that apply. You may check as many as you would be interested in.
- Customer Communications and Services (CCS) – Marketing and Promotions
 - Design and Construction (COMTO Internship, summer only)
 - Metro Transit Employment Services Human Resources (COMTO Internship, summer only)
 - Transit Market Development - Transportation Demand Management (TDM)
 - Transit Market Development - Connecting to Transit
 - Transit Market Development - Innovative Mobility
 - Transit RapidRide
 - Transit Route Facilities
 - Service Planning
 - Transit Safety (COMTO Internship, summer only)
 - Strategy & Performance - Policy and Planning
 - Strategy & Performance - Metro Sustainability Program (COMTO Internship, summer only)
 - Strategy & Performance - Business Intelligence
- * 8. Please indicate here which of the employment opportunities you are particularly interested in.
- Customer Communications and Services (CCS) – Marketing and Promotions
 - Design and Construction (COMTO Internship, summer only)
 - Metro Transit Employment Services Human Resources (COMTO Internship, summer only)
 - Transit Market Development - Transportation Demand Management (TDM)
 - Transit Market Development - Connecting to Transit
 - Transit Market Development - Innovative Mobility
 - Transit RapidRide
 - Transit Route Facilities
 - Service Planning
 - Transit Safety (COMTO Internship, summer only)
 - Strategy & Performance - Policy and Planning
 - Strategy & Performance - Metro Sustainability Program (COMTO Internship, summer only)
 - Strategy & Performance - Business Intelligence
- * 9. Each employment opportunity has various specific minimum and/or desirable qualifications listed. For each opportunity you marked as being interested in, listing each one by name (abbreviated name is fine), state here how you meet the key qualifications listed. If you need additional space, use the Additional Information section of the application.
- * 10. Describe why you are interested in these employment opportunities and how this might benefit your career.
- * 11. Describe one or two examples of how your prior employment, school experiences or other experiences/achievements demonstrate responsibility, diligence, integrity, problem-solving, community interest and/or initiative.
12. Will you need an accommodation in this selection process due to having a disability as defined by the Americans with Disabilities Act (ADA)? If you select YES on this question, you will be contacted by our Human Resources staff if you are invited to proceed in the selection process. All disability status information will be treated as confidential.

- Yes
- No

* 13. I served on Active Duty, in the National Guard, or Reserve component of any branch of the armed forces of the United States, including the Coast Guard, and retired or separated from the military with a characterization of discharge of Honorable, General Under Honorable, Other Than Honorable or Uncharacterized.

- Yes, I meet this criteria
- No, I do not meet this criteria
- I am a student intern candidate. This question does not apply to me.

14. I currently serve on Active Duty, not including as a National Guard or Reserve service member who has been activated for federal service.

- Yes, I meet this criteria
- No, I do not meet this criteria
- I am a student intern candidate. This question does not apply to me.

* 15. I currently serve in the National Guard or Reserve component of any branch of the armed forces of the United States, including the Coast guard, and either, a. Have fulfilled the initial military service obligation, or b. Was activated for federal service for purposes other than training.

- Yes, I meet this criteria
- No, I do not meet this criteria
- I am a student intern candidate. This question does not apply to me.

* 16. Because the Veteran Fellowships receive funding from the Veterans and Human Services Levy, applicants who are residents of King County will be provided hiring preference. Are you a resident of King County?

- Yes, I currently live in King County
- No, I do not live in King County, but I will relocate to King County for the duration of the fellowship
- No, I do not live in King County and am not able to relocate to King County, but would like to still be considered for the fellowship experience
- I am a student intern candidate. This question does not apply to me.

* 17. Because the Veteran Fellowships receive funding from the Veteran's and Human Services Levy, King County is required to collect demographic information and track employment data on the individual who is hired into the position for six months after completing the first six months of employment in the fellowship. Are you willing to respond to phone calls or emails from King County staff in support of our data collection efforts?

- Yes
- No
- I am a student intern candidate. This question does not apply to me.

* 18. What is/was your military rank? (i.e. E-4, O-2). If applying for a student internship, mark this N/A for "not applicable."

* Required Question