

Philadelphia Parking Authority



College Internship Work Program 2018

From May 14, 2018 – August 31, 2018

Please mail your application and information to:

Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, Pennsylvania 19106
Attn: Mr. Bill Raymond, Senior Director, Human Resources
Mr. Darryl White, Deputy Manager of Human Resources (215) 683-9649

Application must be submitted no later than April 20, 2018



PPA COLLEGE INTERNSHIP WORK PROGRAM 2018

How to apply:

1. All applicants must complete a PPA Employment Application no later than April 20, 2018 online @ philapark.org or in person.
2. All applicants must submit a copy of their current grades
3. All applicants must obtain two letters of recommendations from the following:

College Professor/Instructor
College Academic Advisor
4. All applicants must successfully pass a pre-employment Drug Test, Criminal Check (City & State), Have NO outstanding traffic or parking tickets, a valid ID and has successfully completed at least one full year of college.

Selection Process:

1. Applicant will be notified via telephone pertaining to a scheduled oral interview.
2. Applicants will be notified by letter regarding the status of their application.
3. Applicants will be selected based on three (4) parts: oral interview, school grades, letters of recommendations, and pre-employment requirements.

First Day of Employment:

The first day of employment for College Interns will be on Monday, May 14, 2018. Interns will attend Orientation on this day.

Last Day of Employment:

The last day of employment for College Interns will be Friday, August 31, 2018.

Program Objectives – The objectives for this summer are for you to:

- Improve your academic skills
- Learn new employability skills by participating in a positive work experience.
- Develop or improve your job seeking and keeping skills.
- Demonstrate proper workplace behavior through good attendance and punctuality, a positive attitude and appropriate dress.
- Evaluate with your supervisor, your work habits, behavior, and performance at the workplace.

Work Readiness Skills**Business Hours: Various Shifts**

You are expected to conduct yourself in a professional manner and to report to work on time every day. Punctuality and good attendance is key to becoming a valued employee.

If you absolutely must be absent, please call your supervisor and the Human Resources Deputy Manager (215) 683-9649 to let him/her know your situation. **If you develop a pattern of lateness and absences, you may be terminated from the program.** If you are late or absent, you will not be paid for the time you did not work. You will be paid for two holidays, Memorial Day, May 28th and Independence Day, July 4th.

A full work day consists of 8.5 hours including a one hour (non-paid) lunch break. Lunch breaks may not be taken before three hours after start or three hours before end of shift.

Appearance - You must dress in clothes that are comfortable and appropriate for the work that you are doing. If you are not certain what is correct, ask your supervisor.

Positive Attitude - Always be positive and willing to do the best that you can at everything you do.

Dependability - Complete your assigned tasks to the best of your ability on time without constant reminders.

Honesty - Honesty is the best policy. Never lie about anything that occurs at work. Your supervisor needs to be able to trust your words and actions.

Responsibility - If you make a mistake, admit it, apologize and move on. Do the best you can to correct the mistake and make sure the mistake does not become a habit.

Unacceptable Behavior

If you engage in any of the following unacceptable behaviors, you will be immediately terminated from The Philadelphia Parking Authority

- Use of profanity
- Fighting
- Disrespectful conduct towards staff and other workers
- Willful destruction of property
- Stealing
- Carrying weapons
- Use of drugs or alcohol
- Sexual harassment
- Insubordination

Pay Procedures:

You will be required to clock in and out. These clock transactions will be your attendance record and will be used to determine your paycheck.

All College Interns will be paid weekly on Fridays for the period ending the previous Sunday.

All College Interns are required to have a banking institution for Direct Deposit. Pay checks will be deposited into the Intern's designated bank account (s).

If an intern does not have a banking institution, the intern can sign up for PPA's Focus Card.