



Mercedes-Benz

Mercedes-Benz Graduate Fellowship Program 2012
Application Check Off List

Completed application packet must be turned into
Cooperative Education Program Office
Room 317, Houser Hall

NO LATER THAN 3:00 PM, Friday, March 2, 2012

Application packets received after this date and time will not be
forwarded to the Mercedes-Benz Review Committee

Items to be included:

- ▣ Completed Mercedes-Benz Application
- ▣ Completed Co-op Application
- ▣ Computer Skills Form
- ▣ Current Unofficial Transcript
- ▣ Resume
- ▣ Graduate School Letter of Acceptance
- ▣ Co-op Employer Evaluation, if applicable
- ▣ One Faculty Letter of Recommendation



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1. ELIGIBILITY

- A. Student must be accepted into the UA Graduate Degree Program.
 - a. Must present letter of acceptance (No Irregular Post Graduates)
 - b. Must complete Statement of "Co-op Eligibility For UA Graduate Students"
- B. University of Alabama (UA) students who are accepted into UA graduate program would be eligible to begin co-op work semester at Mercedes-Benz US International prior to beginning graduate course work. (Executive MBA's may not apply).
- C. Non University of Alabama graduates must complete one (1) semester of graduate school prior to reporting for their first work semester at Mercedes-Benz.
- D. Graduate students must maintain a 3.0+ GPA in all graduate work, and have a minimum 3.0 GPA in overall undergraduate studies.
- E. Students are required to complete a minimum of one (1) semester of full time co-op work during their academic graduate program.
- F. Students must be enrolled in the UA Co-op Program each work term
- G. Student must pass Mercedes-Benz pre-employment processing, drug screen and background check (prior to receiving Fellowship) and pre-employment physical (at full time job offer).
 - 1. Students may not have a felony conviction or misdemeanor conviction for theft or drug related activities, or any combination of 2 or more convictions (excluding minor traffic violations).
 - 2. Students may not have 2 DUI convictions or been involved in any incidence of workplace violence.
 - 3. Willful omission, misrepresentation or falsification of any significant information on the application will automatically disqualify applicants.
- H. Student's undergraduate degree must be in one of the following disciplines: Finance (FI), Accounting (AC), Operations Management (OM), Electrical Engineering (EE), Electrical Engineering with Computer Option (CEO), Mechanical Engineering (ME), or Computer Science (CS). *Note: Undergraduate engineering students in STEM Program are ineligible for the Graduate Fellowship Program.
- I. Student's graduate program must be a continuance of undergraduate degree within the same academic discipline. Students pursuing a Master's of Business Administration with an undergraduate degree in Finance (FI), Accounting (AC), Operations Management (OM), Electrical Engineering (EE), Electrical Engineering With Computer Option (CEO), Mechanical Engineering (ME), Computer Science (CS) are also eligible. *Note: Executive MBA students are ineligible for the Graduate Fellowship Program.

Examples:

ME, EE, CEO and CS undergraduates must enroll in ME, EE, CEO, CS or MBA Grad Program

OM, AC and FI undergraduates must enroll in OM, AC, FI or MBA Grad Program



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2. APPLICATION

- A. Student must complete and turn in a Co-Op application to the Co-op Office
- B. Student must furnish UA Graduate School Letter of Acceptance
- C. Co-op office will provide individual student nomination packet to UA Co-Op office and include all of the following:
 - 1. Application
 - 2. Computer Skills Form
 - 3. Current UA Transcript or, if applicable, undergraduate transcript from other college
 - 4. Resume
 - 5. Graduate School Letter of Acceptance
 - 6. Completed and Signed Mercedes-Benz Application
 - 7. Co-op employer evaluations and/or employer recommendations, if worked previously.
 - 8. One (1) faculty recommendation letter

3. STUDENT SELECTION

- a. Selected Students will be scheduled for on-site interview at Mercedes-Benz
- b. Selection Committee will be determined by Mercedes-Benz
- c. A system of scoring and ranking will be used to determine finalist

4. STUDENT NOTIFICATION

- a. Mercedes-Benz representative will notify Co-Op office of students being awarded scholarship
- b. Mercedes-Benz representatives will notify students of scholarships

5. STUDENT ACCEPTANCE

- a. Student will complete Co-Op Mercedes-Benz acceptance form and return it to Co-op office promptly.
- b. Student must complete Co-Op Alternation Agreement and return to Co-Op office promptly.
- c. Co-Op Office will forward acceptance letter and alternation agreement to Mercedes-Benz Co-Op representative.
- d. Upon acceptance, students must meet with the Co-Op Office to complete the process.



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6. STUDENT REQUIREMENTS

- a. Student must maintain a 3.0+ GPA while in Undergrad and Graduate School.
- b. Supervisor will complete end of term Co-op work evaluations
- c. Student must comply with all Mercedes-Benz Policies and Procedures
- d. Student must make continuous academic progress (enrolled for 9-12 hours during school terms)
 1. Maintain full time graduate student status
 2. Be in good standing with UA
- e. Students cannot be convicted of a felony or drug related misdemeanor or a combination of 2 or more convictions (excluding minor traffic violations) while participating in the Mercedes Graduate Fellowship. Students may not have 2 DUI convictions or any incidence of workplace violence.
- f. Students must successfully pass random drug testing.
- g. Student may not accept simultaneous payment from other scholarship programs if it requires service or employment.

7. MERCEDES-BENZ COMPENSATION

- a. Students will be paid hourly wage of \$19.00 per hour while working on site at Mercedes-Benz.
- b. A monthly payment of \$120.00 will be made to the student to pay the cost of the Health Insurance Coverage of their choice.
- c. \$5,000 per semester will be available for payment of UA tuition, fees & books.
- d. A monthly payment of \$500.00 per month net will be made to the student for housing allowance. (Taxes on this will be paid by Mercedes).
- e. Students will receive 8 hours Holiday pay for all Mercedes Holidays.
- f. Upon successful completion of the UA graduate program, student will be offered full time employment at a competitive salary and benefits package, pending passing the pre-employment physical.
- g. When student accepts the Fellowship offer, the Fellowship Agreement will be signed by student agreeing to work full time at Mercedes-Benz for a period of no less than 2 years immediately following Graduation.



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8. TERMINATION OF PROGRAM PARTICIPATION

- a. If student voluntarily terminates participation in Mercedes-Benz Fellowship all tuition/fees/book allowances must be repaid to Mercedes-Benz by the student within 6 months of the termination date. Wages, housing allowance and insurance costs will be exempt from repayment.
- b. If University of Alabama terminates student from the Graduate Fellowship, all tuition/fees/book allowances must be repaid to Mercedes-Benz by the student, within 6 months of the termination date. Wages, housing allowance and insurance costs will be exempt from repayment.
- c. If Mercedes-Benz terminates the student from program at any time, no repayment will be required unless the termination is due to the student failing a drug screen or being convicted of a criminal act or fails to meet the requirements outlined in Section 6.
- d. If a student is terminated by Mercedes for failing to meet the requirements in Section 6, all tuition/fees/book allowances must be repaid to Mercedes-Benz by the student, within 6 months of the termination date. Wages, housing allowance and insurance costs will be exempt from repayment.



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EMPLOYMENT APPLICATION

Please print clearly

Date ____/____/____

SS# _____

PERSONAL DATA

Full Name	Email Address
Street Address	Home Phone
City, State ZIP	Cell Phone

Previous address (if at present address less than seven years)

Street Address	Drivers License Number
City, State ZIP	Issuing State

Are you authorized to work in the U.S.? Yes__ No__

Do you require current or future sponsorship for employment Visa status? Yes__ No__

Have you been convicted of a felony? Yes__ No__ If yes, what felony?_____ Date of felony?_____

Have you previously applied to MBUSI or attended pre-employment training for MBUSI? Yes __No__ Date_____

Are you available for: Rotating shifts? Yes__ No__ Overtime? Yes__ No__ Weekends? Yes__ No__

List relatives who work for MBUSI		Emergency Contacts	
Name	Relationship	Name	Phone

EDUCATION

	School Name and Address	Degree Obtained
High School		
College/University		
Graduate School		
Technical/Trade/Other		

Please list computer skills, professional certifications, languages, military training, special training, etc.

Please list periods of unemployment:

Date			
Reason			

Have you ever been discharged from a position? Yes__ No__ If yes, please explain specifically



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Mercedes-Benz U.S. International, Inc. is an Equal Opportunity Employer

awashington/HR-OD
revised 06-30-08
u:/washington/application

Please begin with current or most recent employer and cover prior ten years.

EMPLOYMENT HISTORY

May we contact your current employer, if necessary? Yes___ No___

Employer Name	Position:
Street Address	Employment Dates:
City, State ZIP	From / /
Phone	Until / /
Duties	
Reason for leaving	

Employer Name	Position:
Street Address	Employment Dates:
City, State ZIP	From / /
Phone	Until / /
Duties	
Reason for leaving	

Employer Name	Position:
Street Address	Employment Dates:
City, State ZIP	From / /
Phone	Until / /
Duties	
Reason for leaving	

DISCLOSURE, CERTIFICATION, AUTHORIZATION, WAIVER, AND AGREEMENT

Please read carefully, initial beside each statement, and sign below.

_____ I hereby certify that the information on this form is true and correct. I agree that any material omissions, misrepresentations, or falsification of information on this application or any other document presented to Mercedes-Benz U.S. International or its contractors, agents or healthcare providers, agents or health care providers, will be grounds for rejecting this application or discipline up to and including terminating me.

_____ It is the policy of MBUSI to maintain a safe working environment. As part of this policy, MBUSI conducts pre-employment screening for the illegal use of drugs. I understand that I am required to take and pass this screening in to be eligible for employment. In addition, if I receive a conditional offer of employment, I understand that I will be required to undergo a medical examination (which also includes screening for illegal use of drugs) by an MBUSI designated physician prior to commencement of employment duties. If I refuse, fail any part of the examination, or refuse to cooperate as requested, by the examining physician, my offer of employment may be rescinded at MBUSI's discretion.

_____ I understand that MBUSI will verify the information provided. I request and authorize that previous and current employers and all federal and local government or other parties contacted by MBUSI in connection with the MBUSI selection process fully respond to all inquiries.

_____ I specifically authorize disclosure to MBUSI of all information and written records that my previous and current employers and contracted parties have concerning me, including attendance records, disciplinary reports, letters of reprimand, criminal records, other disciplinary actions, or other information.

_____ In consideration of the acceptance of my application, I grant a full general release to MBUSI, its agents, my previous and current employers, and all federal, state and local governments of other authorities from any and all liability arising out of any response or disclosure made in connection with the MBUSI employment personnel or employment selection process, or any personnel action taken on the basis of such a response.

_____ If employed, I understand that although MBUSI reasonably attempts to accommodate individual circumstances under all applicable laws and regulations, including religious observance requirements and disability, business needs may make the following conditions required: overtime, shift work, rotating work schedule, work schedule that includes Saturday, Sunday and Holidays, and occasional or extended travel, in the US and/or foreign countries.

_____ I understand that if I am hired by MBUSI, my employment is at all times at will and that my employment can be terminated at any time with or without cause or notice. I agree that no promise contrary to my at will employment has been made to me at any time, and that no agreement for employment for any specific time or otherwise contrary to my at will employment will be valid, unless it is in writing and signed by an MBUSI Human Resources Employment Manager. I further understand that the successful completion of any phase or portion of the hiring process does not guarantee employment with MBUSI. In the event that I am hired by MBUSI, I agree to conform to the rules and regulations of MBUSI as applicable and as may be amended from time to time.

_____ I understand that this application is active for one year from the date of the last activity on the application. I further understand that this application will not be considered after a subsequent advertisement for employees is published.

Signature	Printed Name	Date
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MBUSI provides equal opportunity in all its operations and in all areas of employment practice to assure that there shall be no discrimination against any applicant because of race, color, religion, sex, national origin, age, or disability or veteran status.



The University of Alabama Cooperative Education Program Application

First Name _____ Last Name _____

U/A ID Number _____ E-Mail _____@Crimson.UA.Edu

Senior Graduate Undergraduate Grad Date _____ Graduate School Grad Date _____

College/Div _____ Major _____ US Citizen Permanent Resident F1 Visa

Local Address _____

Apt. Number _____ City _____ State _____ Zip _____

Local Phone Number _____ Cell Phone Number _____

Parent(s) or Guardian(s) name(s) _____ Phone _____

Permanent Address _____

City _____ State _____ Zip _____

Other Colleges/Universities Attended:

Name _____ City _____ State _____ Zip _____ Date Enrolled _____

Name _____ City _____ State _____ Zip _____ Date Enrolled _____

High School, College and Community Activities (include honors, positions, hobbies, etc.):

Work Experience (begin with most recent job):

I certify that to the best of my knowledge the above information is true and accurate.

Student Signature _____ Date _____

The University of Alabama does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in admission or access to, or treatment or employment in, its programs or services as required by federal law.

Statement of Understanding

I understand and agree that upon accepting a co-op position I will complete my work assignments in full insofar as I am able. In case of extenuating circumstances, I will notify the Co-op Program office and my employer in a timely manner of any necessary alteration in my work or school schedule.

I agree that if I am referred to a company by the Co-op Program and am subsequently hired, I will register for the appropriate class offering prior to beginning a work period and pay the University co-op fee each semester and summer period that I am employed at that company. I also understand that payment of my co-op fees will maintain my student status and that failure to pay those fees on time will result in a penalty being assessed. Additionally, I agree to report to the Co-op program office for a post-work interview with a coordinator within 30 days of returning to campus after each work assignment.

I hereby authorize, pursuant to Section 438(b)4(b) of the Family Education Rights and Privacy Act of 1974, the Co-op Program office to obtain and to release on my behalf to actual and prospective employers such information contained in my academic records as is necessary to aid such employers in assessing my potential and eligibility for co-op positions. I understand that it is the normal policy of the co-op Program office to furnish grades of participating students each semester to their co-op employers. I grant permission to the Cooperative Education Program to furnish copies of my reports and job performance evaluations to faculty in my major department and to make copies of my work reports available to students who are considering applying for co-op positions.

I understand that in order to give students with visual, learning, motor, or other handicaps or learning disabilities special assistance, the Co-op Program must be cognizant of those needs. I understand that although students are not required to reveal handicaps, such information will be maintained in confidence and will be used only to assist the staff in planning and advising. I acknowledge, therefore the Program's request that the Director be advised of any assistance needed by me.

Applicant Signature

Date

Statement of Ethical Conduct for Cooperative Education Students

The principles outlined below are designed to serve as guides for professional development and conduct. They are intended to serve as a framework within which professionalism can be promoted. If put into practice, these principles will benefit all those involved in the Cooperative Education Program.

A. Prior to Placement

- 1) Students should present their qualification & interests as honestly & accurately as possible when interviewing for a co-op position.
- 2) Students should notify their co-op coordinator of any interview conducted outside the co-op office and any acceptance or rejection of employment offers. This should be done at the earliest possible time.
- 3) After accepting a co-op job offer, students should withdraw from the job seeking process by notifying both their co-op coordinator and any employer with whom offers may be pending.
- 4) During each registration period in which a student holds a co-op position, each student will register and pay tuition for the appropriate co-op class listing.

B. Academic Responsibilities And Requirements

- 1) Co-op requires that any applicant or participant be considered in good academic standing within their respective College or Division.
- 2) Students should honor the policies and procedures of The UofA, and those of the University's Cooperative Education Program.

C. On The Job Conduct

- 1) During any work period, students are subject to their co-op employer's rules and regulations with regard to hours of work, benefits, holidays, dress code, etc.
- 2) Personal business conducted during working hours utilizing employer resources (telephones, copiers, etc) is strongly discouraged.
- 3) Use of controlled substances (alcohol or drugs) prior to or during work is prohibited.
- 4) Students will strive to be fair, considerate, honest, trustworthy, and cooperative when dealing with others while at work.
- 5) All assignments and responsibilities will be carried out in a reliable and efficient manner.
- 6) A professional work ethic will be maintained at all times.
- 7) Professional effectiveness will be enhanced by improving skills and acquiring new knowledge.
- 8) Students will complete an evaluation of each co-op work period prior to returning to campus and will make a post work appointment with a co-op coordinator during the first two (2) weeks after returning to campus.
- 9) Should a change in employment or school status be anticipated or if a serious problem arises, the student should immediately notify the co-op coordinator.

Student Signature

Date

A Cooperative Education

Student Computer Knowledge & Skills

Name _____

Date _____

OPERATING SYSTEMS	Very Familiar	Somewhat Familiar	Not At All Familiar
WINDOWS			
XP			
Vista			
Windows 7			
UNIX			
AIX			
Linux			
MAC OS/X			

HARDWARE	Very Familiar	Somewhat Familiar	Not At All Familiar
UNIX Workstations			
SUN			
IBM			
PC			
APPLE MAC			
MAINFRAME			

APPLICATIONS	Very Familiar	Somewhat Familiar	Not At All Familiar
DATABASE			
ORACLE			
ACCESS			
SQL			
DBASE			
STATISTICS/MODELING			
SAS			
SPSS			
PROJECT ADMINISTRATION			
MS PROJECT			
PRODUCTIVITY			
WORD			
EXCEL			
POWERPOINT			
ACROBAT			
DRAWING			
COREL DRAW			
AUTOCAD			
MICROSTATION			
HARVARD GRAPHICS			
CATIA			
SOLIDWORKS			
SOLIDEDGE			

LANGUAGES/ PROGRAMMING	Very Familiar	Somewhat Familiar	Not At All Familiar
FORTRAN			
COBOL			
C/C++			
MATLAB			
JAVA			
VISUAL BASIC			
ASSEMBLY			

INTERNET	Very Familiar	Somewhat Familiar	Not At All Familiar
E-MAIL			
OUTLOOK			
FTP			
WWW			
HTML and XML			
FLASH			
DREAMWEAVER			
XML			
JAVA SCRIPT			
PHOTOSHOP			