

Apply Online for Pennsylvania Turnpike Jobs

The Pennsylvania Turnpike is now making it more convenient to view jobs that are available and apply for jobs online.

Simply visit www.paturndpike.com/employment.

If you have already submitted a paper application, please take a few moments to complete an online application. Your online application will remain on file for 12 months.

The Process is easy.

From the Employment Page, you will have access to:

1. Browse job postings. You do not need to register to simply view available jobs. Jobs are typically posted for 2 weeks, so come back often to see what's new.
2. Register for an account. The registration process of creating your "User Info" is also step 1 of the application process.
3. Complete your application. After you register, you will be guided through all of the application steps. If you don't have time right away to complete the application, you may come back at any time to finish and update your application.
4. When your application is complete, apply by clicking the "Apply Now" button on the job you want.



You must click the "Apply Now" button to be considered for a particular job.

If your application is on file, you may also be considered for other positions, but to be sure you are in the running for a specific posted job, you must click "Apply Now" for that position. Check back often for new postings.

Questions? Call the Customer Assistance Center at 800-331-3414.

The Pennsylvania Turnpike is an Equal Opportunity Employer.



What do you need to apply?

Below is the information you should have ready:

1. A valid email address
2. Proof of school enrollment (Summer positions only)
3. Education information
4. Prior employment and position history
5. Three references
6. Criminal record info.
7. PA driver's license info.

Not required, but good to have:

- ✓ Training and certifications
- ✓ Resume

Don't have everything at hand?

No problem.

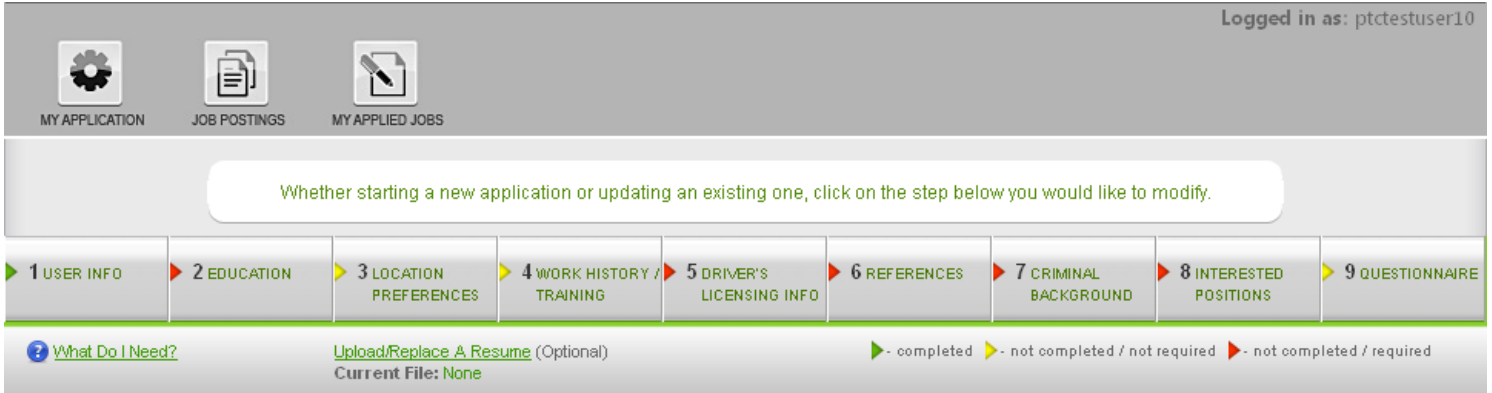
You can start the application, save it and come back later to complete it. Only completed applications will be considered for a position.

If you need an accommodation to complete this application or participate in the pre-employment screening process, please call the Customer Assistance Center at 800-331-3414 to reach the ADA Coordinator.

Navigate to a new job – Just look at the top of your screen!

Use the 3 buttons to find available positions and to apply for them.

- **My Application** – Complete all sections of “My Application” and you’ll be ready to apply.
- **Job Postings** – View currently available job postings at the PA Turnpike. Check back often!
- **My Applied Jobs** – View the jobs you’ve applied for or cancel an application if you change your mind.



My Application: Just follow the Steps...

When you first register and create your account, you will be automatically guided through the process.

The PTC requires a valid e-mail address. As soon as you register (complete step 1), you will be sent an e-mail, which includes a link. You must click on that link or copy and paste the URL from the e-mail into your browser to verify your e-mail address. **You cannot submit your application or apply for a position without verifying your email address.**


Complete the required fields on each screen and simply click “Save and Continue to Next Step” to be directed the next step. If for any reason you exit the system and return later to complete or update your application, click the “My Application” button at the top of the page to make updates.

The steps to complete an application are listed along the top of the “My Application” page.

Just click on the step you would like to update. Be sure to click “Save” after making any changes on each step.


What’s next after step 9? Tell us more about yourself with a resume!

Make sure you have accepted all notices and have signed your application. You may upload a resume and other documentation by clicking the “Upload Resume” link just below the button for step 3.

Now it’s time to apply. With your application completed, click the Job Postings link at the top of the page, find the job you are interested in, and click the  button next to the job details. It’s that easy!

Frequently Asked Questions

1. *I entered my information on one of the steps, and when I moved to another step, the information I entered is no longer there. What happened?*

You most likely did not save your changes. At the bottom of every step, there is a  button. Be sure to click that button before you navigate away to another step.

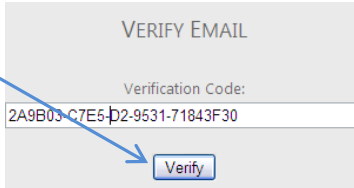
2. *How do I verify my e-mail address?*

After you completed Step 1 and entered your e-mail address, we sent you an e-mail. Within the body of the e-mail, we have provided you a link that will look similar to this:


http://ptchr.ilchost.com:80/VerifyEmail.aspx?code=2A_B0323-C_E5-4D_2-953_-71840_3F3F_0

You must click the link or copy and paste the entire link into your web browser.

You will be brought to the verification page, where your unique verification code has been entered from the URL. Click the “Verify” button.



3. *I didn't receive the e-mail with the verification code in it. Where is it?*

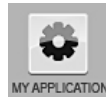
The e-mail came from donotreply@paturnpike.com. First, check your computer's filtered folder. It's possible the e-mail got tagged as spam. To ensure this does not happen in the future, whitelist this e-mail address. To resend the verification e-mail, click on Step 1: User Info, and click .

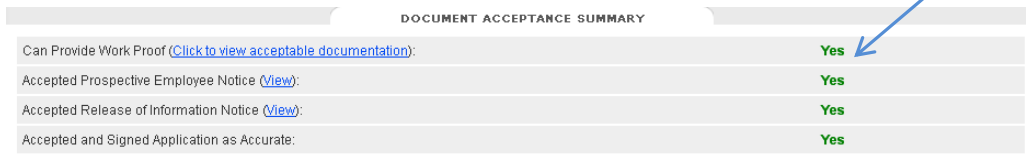
4. *I have completed all the steps, but I still cannot apply for a posting. What am I missing?*

Be sure that you have verified your e-mail address (see FAQ#2). All of the required steps must be completed before you can apply to a job. You will see your progress by reviewing the menu bar of steps at the top of the screen. All color indicators must be yellow or green to submit an application.



Click on each step to modify and complete it.

Finally, make sure you have accepted all terms of the application. To view them, click  at the top of the screen. The document acceptance summary will be displayed. Make sure all say “Yes”. If not, click on the appropriate link to view and accept.




DOCUMENT ACCEPTANCE SUMMARY	
Can Provide Work Proof (Click to view acceptable documentation):	Yes
Accepted Prospective Employee Notice (View):	Yes
Accepted Release of Information Notice (View):	Yes
Accepted and Signed Application as Accurate:	Yes

5. *How can I print my application?*

You must first complete your application (FAQ#4), and verify your e-mail address (FAQ#2). Only those applications that are fully complete may be printed.



Click  at the top of the screen. At the very bottom of the My Application page, underneath the Document Acceptance Summary, there will be a link to [Print Entire Application To PDF](#)

Click this link to download your application as a PDF. The PDF can then be printed or saved to your local computer.