



THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

iNTERN
LEARNING
EXPERIENCE FOR
ACHIEVEMENT AND
DEVELOPMENT



2026 INTERNSHIP APPLICATION

Summer 2026

Application Deadline: 2/20/26



Cultivating future leaders.

iLEAD (Intern Learning Experience for Achievement and Development): Paid, non-credit Internship
Internship ID #: TBD | Positions: Multiple | Level: Postsecondary | Rate: TBD



iLEAD DESCRIPTION

The NJDOL is dedicated to ***cultivating future leaders***, particularly public service. We have established a comprehensive summer internship program designed to offer professional opportunities within the Department, focusing on enhancing interns' knowledge, skills, and abilities. Interns will engage in project-based work across various NJDOL divisions, tackling meaningful assignments to prepare them for successful careers. Responsibilities include conducting research, compiling information, developing action plans, reporting findings, and creating final products. To ensure a supportive learning environment, each intern will be paired with a supervisor to provide mentorship and constructive feedback throughout the program. **Applicants must be current post-secondary students (undergraduate, graduate, or doctoral) during the internship period. Interns will be required to participate in multiple MANDATORY in-person events in Trenton, New Jersey as part of the iLEAD 2026 program. The Welcome Day Event will take place on June 1, 2026, and mark the beginning of the iLEAD 2026 Program. This is a MANDATORY in-person event. Summer Interns may be eligible for an extension of their internship through the fall semester.**

APPLICATION CHECKLIST

Application Deadline: 2/20/26

- Completed online application
- Completed Internship Packet A (this packet)
- Emailed Internship Packet A, resume, and cover letter to NJDOLInterns@dol.nj.gov with Internship ID# **TBD** in the subject line

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

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 in the online application (**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. Administrative Services & Facilities

The Division of Administrative Services and Facilities oversees facility management, security, Health and Safety, Emergency Management, postal / move operations, print shop and operating a warehouse that serves our staff. The division acts as the primary liaison to the Department of Treasury's Division of Property Management & Construction. In addition to occupying this building, DOL serves the citizens of New Jersey in approximately 43 locations throughout the state.

Skills Requested: Written and verbal communication, digitally proficient, ability to multitask, enthusiastic to engage projects.

2. 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

3. 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.

4. 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

5. Human Capital Strategies (HCS)

HCS comprehensively oversees all employee related operations. This includes Leave, Payroll and ADA, Recruitment, Labor Relations, Diversity and Compliance, Employee Development and Engagement, and Contract Compliance. Through efficient, and effective operations, HCS enforces departmentwide policies and procedures, as well as ensures compliance with State and Federal rules, regulations, and union agreements to foster an environment where employees feel valued to achieve organizational objectives.

Skills Requested: Written and verbal communication, digitally proficient.

Major(s) Specified: Labor Relations, Public Administration, Education, Human Resources

6. Income Security (IS)

IS 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.

Unit(s) Specified: Employer Accounts

7. Office of Finance and Accounting (F&A)

F&A 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

8. Office of Information Management, Services, and Solutions (OIMSS)

OIMSS 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, DevOps, cloud computing, Sales Force, business writing and analysis.

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

9. Office of Research and Information (ORI)

ORI is New Jersey's premier source for economic, labor market, and demographic data and analysis. ORI's services and solutions help New Jerseyans – students, jobseekers, business owners, and policy makers alike – make informed, data-driven decisions.

Skills Requested: Data rockstars with experience collecting, analyzing, and visualizing data. Advanced Excel skills preferred. Ability to conduct a regression analysis a huge plus.

Unit(s) Specified: Economic and Demographic Research (EDR)

Major(s) Specified: STEM, Business/Public Administration, Instructional Design

10. Office of the Commissioner

The Commissioner's Office is responsible for key operations, fiscal oversight, and ensuring the Department is on pace to fulfilling its commitments to its constituents, employees, and the public. Some of the many areas that fall under the Commissioner include the offices of Unemployment Insurance (UI) Modernization, Strategic Outreach & Partnerships (SOP), and Chief of Staff.

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

Major(s) Specified: Political Science, Public Administration, Journalism

11. Office of the Deputy Commissioner

The Office of the Deputy Commissioner oversees the areas of Workforce Development, Information Management, Wage & Hour Compliance, Public Safety & Occupational Safety and Health, and Vocational Rehabilitation Services. This office plays an instrumental role in ensuring that these programs create a level playing field, for both workers and employers, and contribute to a stronger and fairer economy in our state.

Skills Requested: Research, written and verbal communication

12. 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

13. 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

14. Workforce Development (WD)

WD provides leadership, resources, education and training opportunities that support New Jersey's workforce system in a manner that effectively facilitates access to employment and workforce solutions for its residents and businesses. In addition to the WD central offices at NJDOL, interns can secure a position at a One-Stop Career Center, which offers a variety of on-line and in-person programs and services to jobseekers.

Skills Requested: Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel), good communication skills, strong interpersonal skills, ability to multitask, eager to work on projects and research assignments.

Unit(s) Specified: Career Services, Business and Training Services, Transitional Workforce Services

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 evaluate 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. To assist the State of New Jersey in its commitment to building a more diverse workforce, applicants are asked to voluntarily provide the information below. Affirmative Action Officers, personnel designated as diversity officers, personnel analyzing human resources data, or other personnel involved in the State's work as an Equal Opportunity Employer may access this data to further the State's commitment to building a more diverse workforce. 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. Pursuant to N.J.S.A. 10:5-1 et seq., 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, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy or breastfeeding, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, or because of the liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer.

APPLICANT NAME: (Last, First, M)

APPLICANT ADDRESS:

POSITION(S) APPLIED FOR:

DATE:

DIVISION:

Veteran Status (Voluntary): Please fill out form NJDMAVA: 05A-1 https://www.nj.gov/csc/about/publications/forms/pdf/njdmava_form_05A-1.pdf.

Disability Status/Caretaker for an Individual with Disabilities (Voluntary): Please fill out form DPF-421 <https://www.nj.gov/csc/about/publications/forms/pdf/DPF421.pdf> and form DPF-725 <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-725.pdf> if you would like special accommodations for examination.

Sex Assigned at Birth (Voluntary):

Male Female Intersex
 Other:

Gender Identity (Voluntary):

Choose all that apply:
 Male Female Non-Binary Transgender

A. Ethnicity (Voluntary):

(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 (Voluntary):

(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.

PLEASE SELECT ONE BELOW:

- Having origins in the original people of Alaska
- Having origins in any of the original peoples of North and South America (including Central America) and 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.

PLEASE SELECT ONE BELOW:

- Having origins in any of the original peoples of the Far East
- Having origins in any of the original peoples of the Southeast Asia
- Having origins in any of the original peoples of the Indian subcontinent

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.

PLEASE SELECT ONE BELOW:

- Having origins in any of the original peoples of Hawaii
- Having origins in any of the original peoples of 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.

PLEASE SELECT ONE BELOW:

- Having origins in Europe
- Having origins in the Middle East
- Having origins in North Africa

Other

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 (Voluntary): (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(NJDOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJDOL 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.

NJDOL 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 NJDOL's Equal Employment Opportunity Office ("EEO Office") and/or the NJDOL 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.