

# NARA Employment Interest Questionnaire

Thank you for your interest in employment with the National Archives and Records Administration. This form is for applicants who are eligible for non-competitive selection, including veterans and persons with a Schedule A disability.

Management officials may review your resume when there is a job vacancy that corresponds with your qualifications. Your resume and documentation will be retained for one year from the date of receipt. At the end of one year, your resume will be removed from our files. You may resubmit an updated resume and supporting documents after one year.

Visit our Employee Gallery at [www.archives.gov/careers](http://www.archives.gov/careers) to see the kinds of dynamic projects our teams are undertaking. For more information about the National Archives, visit: [www.archives.gov/](http://www.archives.gov/).

Note: When you submit this form, Google retains contact information that is publicly available on your Google account, including your Google email address and profile picture; however, we will not store profile pictures in our resume repository or share them with hiring officials.

See last page for Paperwork Reduction Act Public Burden Statement.

\* Required

1. First Name \*

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2. Last Name \*

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3. Email Address \*

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4. Phone Number (optional)

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5. Are you a U.S. Citizen? \*

*Mark only one.*

Yes

No

6. Are you a Veteran? \*

Mark only one.

Yes

No

### Veteran Hiring Information

For more information on special hiring authority for veterans: <https://www.fedshirevets.gov/job-seekers/veterans/veterans-preference/#10point>

7. Do you have a disability? \*

Mark only one.

Yes

No

### Schedule A Hiring Information

For more information on special hiring authority for individuals with disabilities and information about required documentation visit: <https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>, and <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/>

8. Types of Positions You Are Interested In (Check all that apply) \*

Check all that apply.

Archivist

Archives Technician

Information Technology

Program Management

Management and Program Analyst

General Arts and Information

Other:  \_\_\_\_\_

9. What is your desired work location? \*

You can see all National Archives locations at <https://www.archives.gov/locations>.

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See the Pay Chart on OPM's site for pay rates by grade: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/general-schedule/>

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10. Minimum starting grade level.

Mark only one.

- GS-3
- GS-4
- GS-5
- GS-6
- GS-7
- GS-8
- GS-9
- GS-10
- GS-11
- GS-12
- GS-13
- GS-14
- GS-15

File Uploads

Please do not include personally identifiable information in uploaded information. Remove social security number and date of birth from submissions prior to uploading.

11. Please Upload Your Resume \*

Files submitted:

12. Transcript

Files submitted:

13. Veteran Documentation (DD-214 / VA documentation)

Files submitted:

14. Schedule A Medical Certification Letter (must be dated within the last year)

Files submitted:

**PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT:** You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public burden reporting for this collection of information is estimated to be less than 5 minutes per response. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (MP), 8601 Adelphi Rd, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.