

Workforce Recruitment Program Application

This has been adapted from the application available at www.wrp.gov to registered students.

Your application will not be submitted until you click the "Submit Application" button on the Finalize page

Identification Page

Student First Name (Required)

Student Middle Name

Student Last Name (Required)

Suffix

School that I attend (Required)

- Drop down list of options. Please see "WRP Schools Table" for full list.

Contact Information

Primary Email (Required)

Confirm Primary Email (Required)

Alternate Email

Primary Phone (Required)

Alternate Phone

Home Address, Line 1 (Required)

Home Address, Line 2

Home City (Required)

Home State (Required) drop down list of U.S. states and territories

Home Zip Code (Required)

Check this box if your Home and School Addresses are the same [If checked, this box will populate the below school address fields with the same information as the home address.]

Student's Address at School, Line 1 (Required)

Student's Address at School, Line 2

School City (Required)

School State (Required) drop down list of U.S. states and territories

School Zip Code (Required)

Work History

Do you have a prior or current Federal U.S. Government Security Clearance?

- Drop down with the following options: Yes, No
- If "yes," is selected, a required **Indicate level of Security Clearance** field will appear with the following drop down options: Confidential, Secret, Top Secret, Other
 - If "Other" is selected, a required **Describe Type of Clearance field** will appear.

Are you interested in participating in the AmeriCorps national service program?

- Drop down with the following options: Yes, No

To learn more about the AmeriCorps national service program, please visit www.nationalservice.gov/node/36515

I am a US Armed Forces Veteran

- Drop down with the following options: Yes, No

Do you currently or have you previously worked for the Federal Government? (Required)

- Drop down with the following options: Yes, No
- If "yes" is selected, a **Please list the federal agency or agencies that you worked for** required field will appear.

Were you hired through the Workforce Recruitment Program in the past two years? (Required)

- Drop down with the following options: Yes, No
- If "yes" is selected, a **List Employing Agency or Organization and Name of Supervisor** required field will appear.

Manage Documents

On this page, candidates can upload required and optional documents. Some documents are required in order for the application to be submitted, so please read all the below instructions carefully.

Candidates must upload the following two documents to submit their application:

- *Resume*
- *College or university transcript*

The transcript can be official or unofficial. It should be from the college or university that the candidate currently attends or attended most recently. If it is your first term and you do not yet have grades, please provide a transcript from your previous schooling experience as well as a transcript without grades from your current school.

Candidates may also choose to upload optional documents that provide the opportunity to demonstrate their academic achievements; work, volunteer, or extracurricular experiences; and career interests and goals. These optional documents may include:

- Cover letter
- Letter of recommendation
- Writing sample
- Additional resume

Students are prohibited from uploading the following documents:

- Any document that contains social security number or copies of identification records (e.g. driver's license, birth certificate)
- Any medical or federal personnel documentation related to their disability, such as Schedule A eligibility letters, VA disability records, etc.

WRP candidates should work to acquire a Schedule A letter as soon as their application is submitted, since they will need it to be hired by a federal agency through the WRP. Candidates should not upload their Schedule A letter to the WRP website, but should be prepared to provide it to processing HR officials when it is requested. Candidates can learn more by going to the following resources:

WRP.gov/ScheduleA and WRP.gov/StepsForScheduleA

Please use the paperclip icon in the top-right of this form to upload documents. Candidates may upload up to six documents. Files must be no more than 1 MB in size. Please be aware that all documents uploaded to this page will be available to all WRP registered employers.

The following file types are allowed for resumes:

Word (.doc and .docx)

Rich Text (.rtf)

The following additional file types are allowed for all other documents:

PDF (.pdf)

Open Office (.odt and .ods)

Most graphic formats (.gif, .jpg, .png, .jpeg)

WRP asks that the documents you upload be in an accessible format. For more information on creating accessible documents, go to <https://www.section508.gov/create/documents>.

Note: In Print Preview mode you cannot upload documents. To upload documents, you have to select the "Manage Documents" link at the bottom of the page.

I certify that I have uploaded at least one resume (Required checkbox)

I certify that I have uploaded at least one transcript (Required checkbox)

Academic Information

Major (Required)

If major is not in the list, select Other

- Drop down list of options. For full list, please see Excel "WRP Application Major_Minor List" If major is not in the list, they can select "Other" and type in their major.

Minor/Second Major

If minor/second major is not in the list, select Other

- Drop down list of options. For full list, please see Excel "WRP Application Major_Minor List" If major or minor is not in the list, they can select "Other" and type in their major/minor.

Degree (Required)

- Drop down field with the following options: Associate, Bachelors, Masters, PhD, JD, Other

Grade Point Average (Required)

Expected or Actual Graduation Date (Required)

If exact graduation date is not known, approximate to the first day of the month closest to anticipated graduation or date degree is conferred.

Technical Skills (Required)

Please list any computer, technology, or language proficiency. If you have none, please put "N/A".

Job Preferences

Employment Type (Required)

Please indicate the type of employment you are seeking. If you will not be seeking full-time permanent employment by this summer, please put "Summer Only" to indicate you are interested in internships and temporary employment before returning to school. If you are open to temporary and permanent paid opportunities, please put "Summer or Permanent."

- Drop down field with the following options: Permanent or Summer, Summer Only, Permanent Only

Job Preference 1 (Required)

Please indicate your first and second preference for types of employment. This should be based on your academic background and career interests. To learn more information about these categories, click the Job Preference Descriptions link in the notice at the top of the page.

- Drop down field. Please see Excel “WRP Job Preference List” for full list.

Job Preference 2

Please indicate your first and second preference for types of employment. This should be based on your academic background and career interests. To learn more information about these categories, click the Job Preference Descriptions link in the notice at the top of the page.

- Drop down field. Please see Excel “WRP Job Preference List” for full list.

Job Accommodations (optional)

Please use this field to indicate what electronic and/or equipment accommodations you may need to perform a job successfully. This is an optional field, and you are not required to disclose accommodation needs if you do not wish to do so. Please be aware that all registered employers will be able to see this field and its contents. You will still need to go through official agency processes to request a reasonable accommodation if you receive a job offer or interview opportunity with an employer.

Location Preferences

List all states or territories where you are interested in working and able to move to for an internship or job opportunity. While most WRP federal opportunities are paid, you will be responsible for finding your own housing.

Please be realistic about where you are willing and able to live, but thorough in your selections. For example, if you are selecting the District of Columbia, you may want to include Virginia and Maryland, which are within a commuting distance. If you are open to working overseas in civilian roles, please indicate one or more of the "Armed Forces" locations, which denote overseas locations and bases.

In the "Location Preference Description" field, you may indicate more specifics, such as an area of the state where you are interested in working or other parameters.

Location Preference (Required)

- Drop down list where candidate can select one or more U.S. states or territories

Location Preference Description (Optional)

- Open text field

Disability and Demographic Information

Please note that the Disability Category and Demographic Category information is collected for statistical purposes only and are only shared in aggregate and in an anonymous fashion. Individual responses are confidential and will not be shared with employers.

Disability Categories (Required)

- Drop down list where candidate can select one or more options: Autism Spectrum Disorder, Blind, Deaf, Dexterity, Hard of Hearing, I choose not to disclose my disability, Learning, Low Vision, Mobility, Other (not listed above), Psychiatric, Seizures

Age

- Drop down list where candidate can select one of the following options: 16-21, 22-34, 35-44, 45-64, 65 and over

Gender

- Drop down list where candidate can select one of the following options: Male, Female, Other

These two questions are based on the Federal Government's Standard Form 181. View more information at <https://www.wrp.gov/wrp?id=sf181>

Are you Latino or Hispanic? (Response not required)

A person of Cuban, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

- Drop down list with the following options: Yes, No

Choose the racial category or categories with which you most closely identify (Response not required)

- Drop down list where candidate can select one or more options: American Indian, Asian, Black or African American, Native Hawaiian or Pacific Islander, White

Finalize

Click the "Submit Application" button below to finalize your application and submit it for review.

Once you submit your application, it will be included in the WRP database and will be available for WRP employers to search and view for one year beginning in December 2020. Applicants are responsible for updating their application information, particularly their contact information and resume, throughout the year. If you would like to withdraw your application for any reason, you need to contact your School Coordinator or email wrp@dol.gov to request that it be archived.

After you submit your application, you will receive an email confirming that it was submitted. If you do not, please contact your School Coordinator.