

**Information Collection Title:** Workforce Recruitment Program (WRP)

**OMB Control No.:** 1230-0017

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Public reporting burden for this application is estimated to average 1 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the application and interview. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the Office of Disability Employment Policy, U.S. Department of Labor, 200 Constitution Ave., NW, S-1313, Washington, DC, 20210 or to wrp@dol.gov and reference OMB control number 1230-0017. NOTE: Please do not send your completed application to this address.

## **Workforce Recruitment Program (WRP) Application**

*Your application will not be submitted until you click the "Submit Application" button on the Finalize page. Please be aware that except for the Disability and Demographics page of the application, any information that you include in the application will be visible to WRP employers who view your profile or documents through the WRP.gov website.*

### **Identification**

**Student First Name or Preferred Name (Required)**

Student Middle Name

**Student Last Name (Required)**

Suffix

If you are currently known by any other legal or official names, please list them here (response not required)

Preferred Pronouns (response not required)

**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 City (Required)**

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

**Home Zip Code (Required)**

Checkbox: Check this box if your Home Address and Address at School are the same.

*If you are currently living in a different location for school or during the school year, please list your school address below.*

**School City (Required)**

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

**School Zip Code (Required)**

Read only field: Interview Location

*Your Interview Location designates the college or university where your School Coordinator works.*

**Work History**

**Please list how many years of 35-40 hours/week work or volunteer experience you have, both in part-time and full-time positions. To count part-time work or volunteer experiences, calculate your number of months or years based on a full-time schedule. For example, if you worked 20 hours/week for one year, that counts as 6 months of experience. If you volunteered 10 hours/week for one year, that counts as 3 months of experience. (Required)**

- Drop down with the following options: 0-5 months, 6-11 months, 1-2 years, 3-4 years, 5-7 years, 8+ years

**Do you have a prior or current Federal U.S. Government Security Clearance? (Required)**

- 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 <https://www.americorps.gov/serve>

I am a US Armed Forces Veteran

- Drop down with the following options: Yes, No

**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, the following text fields appear:
  - **List the time period or period(s) of employment. (required)**
  - **List Employing Agency(ies) or Organization(s) (required)**
  - **List name of Supervisor(s) (required)**
  - **List Supervisor’s Email Address(es) (required)**

*Please note that WRP may contact your supervisor for additional information regarding your hire.*

**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.

American Indian/Alaska Native Preference

*Certain federal agencies, such as the Indian Health Service and Indian Affairs, provide a preference to qualified American Indian candidates. If you identify as American Indian or Alaska Native, responding to the question below may allow these agencies to consider you for positions using Indian Preference.*

*You may qualify for Indian Preference if you meet one or more of the below criteria:*

- *You are a member of a federally-recognized Indian tribe, band, or community.*
- *You are a descendant of a member of a federally-recognized Indian tribe, band, or community who was residing on any Indian Reservation on June 1, 1934.*
- *You possess at least one-half degree of Indian blood derived from tribes indigenous to the United States.*
- *You are an Alaska Native or a descendant of an Alaska Native.*

*You can find more information at [Indian Preference](#) and by reviewing Form BIA 4432 Verification of Indian Preference.*

Do you think you may qualify for Indian Preference?

- Drop down with the following options: Yes, I think I qualify for Indian Preference; No, I do not think I qualify for Indian Preference.

## **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 and 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 and 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, Doctorate, JD or LLM, Other
  - If "Other" is selected, a required text box appears: Please describe the degree you are pursuing or recently received.

### **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 **all** the types of employment you are open to and seeking (you may select between 1-4 options). If you will not be seeking full-time permanent employment in [WRP Year], please only indicate you are interested in internships before returning to school. For any option that you select, please make sure you are prepared to commit at least 24 hours (and in most cases 40 hours) per week to an internship or job. If you are open to temporary and permanent paid opportunities, please select all options.*

- Multi-select field with the following options: Spring internship, Summer internship, Fall internship, Long-term or permanent employment

### **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.

### **Short Answer Text Box with 100-word limit: Career Interests (Required)**

*In no more than 100 words, please describe your career interests and what types of job or internship opportunities you are interested in. If you need examples, please look at the [\[Career Interests Examples\]](#).*

### **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, as well as overseas base/Armed Forces addresses

Location Preference Description

### **Are you interested in and willing to work abroad in other countries? (Required)**

- Drop down with the following options: Yes, No

### **Multi select field: Please select all the types of work environments you are interested in. (Required)**

- Multi-select list of options: In-Person Work (working at an office/work site), Hybrid Work (some days teleworking and some days at the office/work site), Remote Work

Please be honest about the types of employment you are interested in, but keep in mind that if you only select remote work, you may hear from fewer employers because many positions may have an in-person component.

## **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.

### **Please indicate your stage in acquiring a Schedule A letter. (Required)**

- Drop down list with the following options:
  - I have a Schedule A letter signed by a certifying entity and am ready to provide it to an agency's human resources if I am contacted about a WRP job or internship opportunity.

- I am working to get my Schedule A letter and will have it by the end of this calendar year.
- I am working to get my Schedule A letter, but I am not sure when I will have it.
- I do not know how to get my Schedule A letter.
- I do not know what a Schedule A letter is.

*WRP may send educational resources to those who do not yet have Schedule A letters. To learn about Schedule A and the importance of having a Schedule A letter for the federal hiring process, please go to [WRP.gov/ScheduleA](http://WRP.gov/ScheduleA) and [WRP.gov/StepsForScheduleA](http://WRP.gov/StepsForScheduleA)*

### **Disability Categories (Required)**

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

*Please select one or more of the following disability categories. You also have the option to select not to disclose or "Other."*

Age (Response not required)

- Drop down list where candidate can select one of the following options: 16-20, 21-25, 26-30, 31-35, 36-40, 41-45, 46-50, 51-55, 56-60, 61-65, 66 and over

Do you identify as LGBTQIA+? (Response not required)

- Drop down list with the following options: Yes, No, I am not sure

How do you currently describe yourself (mark all that apply)? (Response not required)

- Drop down list with the following options: Female, Male, Transgender, I use a different term
  - If "I use a different term" is selected, the following optional text field appears: Please indicate the term you use

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

Are you Latino or Hispanic? (Response not required)

*Latino or Hispanic is defined as 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 or Alaska Native, 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 [WRP Year-1]. 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](mailto:wrp@dol.gov). If you receive a job opportunity outside of WRP at any time during [WRP Year] and are no longer interested in receiving interview or employment opportunities during [WRP Year], please email [wrp@dol.gov](mailto:wrp@dol.gov) to request that WRP archive your application.*

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