

# National Archives & Records Administration (NARA) Voluntary Internship Application

OMB Control No. 3095-0060  
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NA Form 3060A (02-24)

Privacy Act Statement and Paperwork Reduction Act Public Burden Statement on the last page

Thank you for your interest in the National Archives and Records Administration (NARA). NARA is an independent agency created in 1934 to identify, protect, preserve, and make publicly available the historically valuable records of all three branches of the federal government. For more information about NARA, visit <https://www.archives.gov/>.

Please complete this application to apply for the NARA Voluntary Internship Program.

**Eligibility:** Current high school, undergraduate, and graduate students, as well as former students who graduated within the past three years, are eligible for internships. U.S. citizenship is required and selected interns must submit to a full background check. Applicants must be at least 16 years of age at the time of the internship.

**Dates:** Summer 2024 internships will start in late May or early June, and will last for 10 weeks. Fall 2024 and Spring 2025 internships schedules will begin in September 2024 and January 2025 (respectively) and will run for the course of the academic semester.

**Application Instructions:** Complete the form below. This application will require you to upload a resume, your most recent transcript, and a cover letter. The cover letter should include the reasons why you are a strong candidate for your internship opportunity of choice.

**Deadlines:**

- Summer 2024: Friday, March 8, 2024
- Fall 2024: Friday, July 19, 2024
- Spring 2025: Friday, November 15, 2024

Email the Voluntary Internship Program at [internships@nara.gov](mailto:internships@nara.gov) with any questions.

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\* Indicates required question

## Demographic Information

We welcome interns from diverse backgrounds. NARA does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Applicants must be U.S. citizens and at least 16 years of age by the start of the internship.

1. Are you a U.S. citizen? \*

*Mark only one oval.*

Yes

No

## Ethnicity and Race Identification

NARA requests ethnicity and race information to create reports and studies that allow us to better understand and support our workforce.

Providing this information is voluntary and has no impact on your selection status.

2. Are you Hispanic or Latino? \*

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

*Mark only one oval.*

Yes

No

I do not wish to identify

3. Racial Category \*

(Select as many that apply)

*Check all that apply.*

AMERICAN INDIAN AND ALASKA NATIVE: Origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

ASIAN: 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.

BLACK OR AFRICAN AMERICAN: Origins in any of the black racial groups of Africa.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: Origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

WHITE: Origins in any of the original peoples of Europe, the Middle East, or North Africa.

I do not wish to identify

4. Self-identification of Disability \*

NARA is committed to hiring individuals with disabilities and providing reasonable accommodations to those in need.

Providing this information is voluntary and has no impact on your selection.

Please see the [Self-identification of Disability SF-256](#) for a list of disabilities and health conditions.

*Mark only one oval.*

I have a disability or serious health condition as listed in the "Targeted Disabilities or Serious Health Conditions" section of the SF-256 form (linked above).

I have a disability or health condition as listed in the "Other Disabilities or Serious Health Conditions" section of the SF-256 form (linked above).

I do not wish to identify my disability or serious health condition, or it is not listed on the form.

I do not have a disability or serious health condition.

Applicant, Education, and Preferred Internship Information

5. First Name \*

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6. Last Name \*

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7. Email Address \*

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8. Phone Number \*

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9. Name of Educational Institution (high school or college/university) \*

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10. Please select the highest level of education in which you are currently enrolled or have completed. \*

*Mark only one oval.*

- Current or former high school student
- Current or former associate's degree student
- Current or former bachelor's degree student
- Current or former graduate student

11. Graduation (or Expected Graduation) Date \*

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*Example: January 7, 2019*



12. What is (or was) your College/University Major or Program ?

Current high school students or graduates with no college experience may skip this question.

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13. Internship Availability Dates \*

Select as many date ranges as apply for your internship availability. If the Summer 2024 date ranges will not work, explain using the "Other" option below.

*Check all that apply.*

- Summer 2024: Monday 5/28 to Friday 8/2
- Summer 2024: Monday 6/3 to Friday 8/9
- Summer 2024: Monday 6/10 to Friday 8/16
- Fall 2024: roughly September to December 2024 (dates negotiable)
- Spring 2025: roughly January to May 2025 (dates negotiable)
- Other: \_\_\_\_\_

14. Available Schedule (Select as many as apply) \*

Voluntary internships are unpaid positions. Interns are expected to work between 10 to 40 hours per week, accumulating a minimum of 100 hours.

*Check all that apply.*

- 10 - 20 hours per week
- 20 - 30 hours per week
- more than 30 hours per week

15. Area(s) of Interest \*

Identify your area(s) of interest. If you wish to be considered for a specific opportunity ([listed here](#)), select the corresponding category.

*Check all that apply.*

- Archival Processing
- Business
- Communications & Marketing
- Digitizing Archival Materials
- Editorial
- Education & Exhibits
- External Affairs & Public Relations
- Facility Operations & Logistics
- History
- Legal
- Legislative
- Museums & Public Programs (including at Presidential Libraries)
- Human Resources
- Information Technology
- Photo Services
- Reference Services
- Special Events

SAMPLE

16. Location(s) \*

Identify the location(s) where you are interested in completing an internship. If you wish to be considered for a specific opportunity ([listed here](#)), select the corresponding location.

*Check all that apply.*

- Abilene, KS
- Ann Arbor, MI
- Atlanta, GA
- Austin, TX
- Boston, MA
- Broomfield, CO
- Chicago, IL
- College Park, MD
- College Station, TX
- Dallas, TX
- Ellenwood, GA
- Fort Worth, TX
- Grand Rapids, MI
- Hoffman Estates, IL
- Hyde Park, NY
- Independence, MO
- Kansas City, MO
- Lee's Summit, MO
- Lenexa, KS
- Little Rock, AR
- Miamisburg, OH
- Moraine, OH
- Morrow, GA
- New York, NY
- Perris, CA
- Philadelphia, PA
- Pittsfield, MA
- Riverside, CA
- San Bruno, CA
- San Francisco, CA
- Seattle, WA
- Simi Valley, CA
- Spanish Lake, MO
- Suitland, MD
- Valmeyer, IL

- Waltham, MA
- Washington, DC
- West Branch, IA
- Yorba Linda, CA

## Required Documents & Application Submission

Submit the documents without passwords. Resume and cover letter file types: DOC, DOCX, RTF, PDF, TXT. Unofficial transcripts must be in PDF format.

17. Resume \*

Files submitted:

18. Transcript from your most recent degree/educational program, including GPA \*

Files submitted:

19. Cover Letter \*

Files submitted:

20. Certification of Information \*

I certify, to the best of my knowledge, that all the information submitted with my application is true and complete. I have accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated and/or verified through reference checks. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for withdrawal of the process or removal from the internship.

*Mark only one oval.*

Yes

No

21. How did you hear about this internship program? \*

Answering this question will help NARA provide a better internship experience.

*Check all that apply.*

- Archives.gov
- Federal Internship Listings (GoGovernment.org or USAJOBS)
- LinkedIn
- National Archives Employee
- College, University, or High School
- Friend or Colleague
- Other: \_\_\_\_\_

### Privacy Act Statement

Collection of this information is authorized by 44 U.S.C. 2104 and 44 U.S.C. 2105(d). The information you provide to NARA on this form will be used to determine if you will be accepted as a volunteer or unpaid student intern. This information may be disclosed to an expert, consultant, agent or contractor of NARA to the extent necessary for them to assist NARA in the performance of its duties or in accordance with any other "routine uses of records" listing in the Privacy Act System of Records [NARA 26](#), "Volunteer and Unpaid Student Intern Files." Completing this form is voluntary, but failure to provide all of the requested information will result in you not being accepted as a volunteer or unpaid student intern.

### 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 20 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, 8601 Adelphi Road, College Park, Maryland 20740. **DO NOT SEND COMPLETED VOLUNTARY INTERNSHIP APPLICATION TO THIS ADDRESS. SEND COMPLETED FORMS BY CLICKING THE SUBMIT BUTTON AT THE END OF THE WEB FORM.**

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