

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. 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 return the completed application to this address.**

WRP Talent Program Application

You're invited to join the Workforce Recruitment Program (WRP)

College students and recent graduates with disabilities can join the Workforce Recruitment Program (WRP) and be included in a talent program that federal government managers use to hire for internships and permanent jobs. Please complete the application fields below to join the WRP Talent Program.

Page 1 of 6: Update and select your resume

You must submit a resume that includes your work, internships and volunteer experiences. You can select one below or upload a new one. Be sure to select a current resume that reflects your most recent experiences.

Buttons:

Upload a resume or **Build a resume** (Uploading or selecting a resume is required.)

Page 1 Navigation

Save and continue button at the bottom of the page.

Edit your application appears in the sidebar below help content, where applicant can see a summary of completed pages and can navigate to other application pages.

Page 1 Informational help content (in sidebar)

What's required in a federal resume?

Check the job announcement to see if there is more required information to include in your resume.

- Contact Information—your name and the best way to contact you.
- Relevant work experience—include the employer's name, job title, start and end dates (month/year), the number of hours worked per week and describe how you meet the required qualifications of the job. Federal jobs should include series and grade.
- Education, certifications or licenses—If the job announcement requires any education, certifications or licenses, include the required information. If required, include school or institution name, completion date, degree type and GPA.

How to write a resume for a federal job.

Do not include the following in resumes and documents

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, sex, religious affiliation etc.

File types

Your resume must be 5 MB or less. We recommend saving and uploading your resume as a PDF to maintain formatting and number of pages. We also accept GIF,

JPG, JPEG, PNG, RTF, TXT, ODT or Word (DOC or DOCX). We do not accept PDF portfolio files. Use a standard 8.5x11-inch size for your document.

We recommend using a sans-serif font size like Lato, if available. Other recommended options are Calibri, Helvetica, Arial, Verdana, Open Sans, Source Sans Pro, Roboto or Noto Sans. Make your page margins 0.5 inches. Consider using 14-point size font for titles and 10-point for the main text in your resume.

Additional help

- [How to make your resume searchable.](#)

2 of 6: Most recent academic information

Add your most recent academic information.

Required fields have a red asterisk (*).

School that I attend *

- Drop down list of schools provided in Excel Document C

Country *

- Drop down showing countries of the world

Postal code (optional)

City or town *

State, territory or province *

- Drop down that will show states or territories, if applicable, depending on the country selected. For the United States, a list of U.S. states and territories is shown.

Major * If major is not in the list, select other.

- Drop down list of majors and minors provided in Document D

Minor/second major (optional) If minor/second major is not in the list, select other.

- Drop down list of majors and minors provided in Document D

Degree *

- Drop down with the following options: Technical or occupational certificate, Associate's degree, Bachelor's degree, Master's degree, Doctorate degree, Professional degree (e.g. MD, JD, DDS)

Grade point average (GPA) (optional)

Expected or actual graduation date (*) If you don't have the exact date, use the first day of the month closest to your anticipated graduation date or date the degree is conferred.

Month * Year *

- Drop down field with twelve months and text box to type in the graduation year

Technical skills * List any computer, technology, language proficiency, or N/A if you have none.

- Text box with 100-character limit.

Page 2 Navigation

Back and **Save and continue** buttons at the bottom of the page.

Edit your application appears in the sidebar, where applicant can see a summary of the completed pages and can navigate to other application pages.

3 of 6: Work history

How much full-time work or volunteer experience do you have? Full-time work is defined as 40 hours per week. * To count part-time experiences, calculate months or years based on a 40-hour work schedule. For example, if you worked 20 hours per week for one year, that counts as six months of experience. If you volunteered 10 hours per week for one year, that counts as three months of experience.

- 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 current or did you previously have a federal government security clearance? *

- Radio buttons with **Yes** and **No**
- If **Yes** is selected, the following dependent question appears: **What is the level of your security clearance(s)? ***
 - Check boxes next to the following options are shown: **Confidential, L Access Authorization, Public Trust - Background Investigation, Q - Nonsensitive, Q Access Authorization, Secret, Sensitive Compartmented Information, Top Secret, Other**
 - If **Other** is checked, then the following dependent text field appears: **Describe the type of clearance. ***

Do you currently or have you previously worked for the federal government? *

- Radio buttons with **Yes** and **No**
- If **Yes** is selected, the following dependent question appears: **Please list up to five agencies that you worked for. ***
 - This is a drop-down list showing all the U.S. federal agencies. Applicants can choose from that list, then select the **Add agency** button next to the field to add it to their application.

Have you previously been hired through WRP? *

- Radio buttons with **Yes** and **No**
- If **Yes** is selected, the following dependent question appears: **Share details about your WRP job or internship on the next page, if you haven't before. We will return you to your application after you save. ***
 - The following two radio options are provided: **Enter employer details on the next page.** or **I have already provided hiring details to WRP.**
 - If **Enter employer details on the next page.** is chosen, then applicants are taken to the WRP hiring information page (see Document B) before being returned to page 4.

Page 3 Navigation

Back and **Save and continue** buttons at the bottom of the page.

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Page 3 Informational help content (in sidebar)

If you get a federal job, you'll need to pass a background check to make sure you are reliable, trustworthy and fit for the position. Some jobs also require a security clearance. This means a more intense background check and a longer process.

- [What are background checks and security clearances?](#)
- [Do all jobs require a security clearance?](#)

4 of 6: Job preferences

Employment type * Select all the types of employment you are open to:

- Check boxes next to the following options: **Spring internship, Summer internship, Fall internship, Long-term or permanent employment**

What date are you available to begin an internship or job? (optional)

- **Month**
 - Drop down showing twelve months
- **Day**
- **Year**

Job preference 1 * Please indicate your first preference for types of employment. This should be based on your academic background and career interests. To learn information about these categories, [see the job preferences description list](#).

- Drop down with the options listed in Document E

Job preference 2 (optional) Please indicate your second preference for types of employment. This should be based on your academic background and career interests. To learn information about these categories, [see the job preferences description list](#).

- Drop down with the options listed in Document E

Career interests * Describe your career interests and what types of jobs or internship opportunities you are interested in.

- Text box with 300 character limit.

Page 4 Navigation

Back and **Save and continue** buttons at the bottom of the page.

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Page 4 Informational help content (in sidebar)

Explore careers in the federal government

Find your perfect job with the [Career Explorer](#).

Review some career interests examples

You must complete a career interest text field of no more than 300 characters as part of the WRP application. Below are career interest statement examples. The goal of your career interest statement is to inform potential employers about your current and future job interests and goals in 300 characters or less.

Example 1 (Undergraduate)

As a college freshman pursuing an accounting degree, I am eager to explore how my skills match with government opportunities through a summer internship. I hope to contribute to the financial success of an agency and gain experience in bookkeeping, financial reporting, auditing or budget creation.

Example 2 (Recent Graduate)

I have a degree in civil engineering and want to work in engineering design, construction management, transportation, urban planning, or public policy at a federal agency. I like working with project teams to design solutions to complex problems using math, research, and community input.

Example 3 (Master's Degree)

With an M.B.A. in operations, I am seeking a government position in supply chain management, or human resources. I have experience in supply chain and logistics management and strong communication, customer service and presentation skills.

5 of 6: Location preferences

Based on where you are willing to move for an internship or job, you can choose up to 10 states, territories or overseas locations, or you can choose anywhere. To create a list, select an option and click **Add location**. Repeat as needed.

Be realistic about where you are willing to live, but thorough in your selections. For example, if you select District of Columbia, you may want to include Virginia and Maryland, which are in commuting distance. If you are open to working overseas as a civilian, choose one or more of the Armed Forces overseas locations or bases.

Do you have a location preference? *

- Radio buttons with **Yes** and **No, I can work from anywhere**
- If you choose **Yes**, then **Select up to 10 preferred locations.** * will appear.
 - Applicants can choose or type in up to 10 U.S. states or territories from the drop down, then select the **Add Location** button for each.

Location preference description (optional) Tell us more details, like an area of the state where you are interested in working.

Are you interested in and willing to work abroad in other countries? *

- Radio buttons with **Yes** and **No**

Select the work sites you are interested in. * If you select remote work only, you may hear from fewer employers.

- Check boxes next to the following choices: **On-site (working at an office/work site)**, **Hybrid (some days teleworking and some days at the office/work site)**, **Remote**

Page 5 Navigation

Back and **Save and continue** buttons at the bottom of the page.

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6 of 6: Submit your application

Once you submit your application, it will appear in the WRP Talent Program and WRP employers can search and view your application for one year. You are responsible for updating your application information, particularly your contact information and resume throughout the year.

Your application, except for your Demographic information, is visible to WRP employers who view your profile or documents.

If you would like to withdraw your application for any reason, email wrp@dol.gov.

After you submit your application, you will receive an email confirmation. If you do not, please email wrp@dol.gov.

By submitting your application, you acknowledge and realize:

- Participation in the WRP is not a guarantee of employment.
- Your information will be stored in computer systems and available to people in selected federal agencies and private sector companies involved in the WRP.
- You can still apply directly to any federal agency or private sector company on your own. The WRP is another avenue for finding employment.
- Your information will be retained for a limited time.

Page 6 Navigation

Back and **Submit application** buttons at the bottom of the page.

Edit your application appears in the sidebar below help content, where applicant can see a summary of the completed pages and can navigate to other application pages.

Page Following Application Submission

Thank you for joining the Workforce Recruitment Program (WRP)

Your resume, education and contact information are now available to federal agencies participating in this program. Interested agencies may contact you for an interview and possible job.

You are responsible for updating your application information throughout the year. If you would like to withdraw your application, email wrp@dol.gov.

Let us know if you were hired through WRP

Share your success! WRP staff rely on you to let us know if you've been hired through the program. If you have previously received a job opportunity through WRP, please answer a few questions about your job or internship.

Add hiring details button is at the bottom of the page, which takes applicants to the WRP hiring information page (see Document B).