

October 3, 2017



## Internship

### Federal Bureau of Investigation (FBI) · Greater Philadelphia Area

Apply at: <https://www.linkedin.com/jobs/view/458947469/>

**Note: This posting will be open from 08/25/2017 to 10/15/2017.**

#### Job description

Please read the entire announcement carefully for detailed information on qualifications and application procedures.

**The Honors Internship Program is a 10-week, paid internship for undergraduate and graduate students.** While exploring our exciting career options, you'll work side-by-side with FBI employees at one of our FBI headquarters locations or in one of our 56 field offices located across the country. While you're here, you'll be exposed to the unique environment and operations of the FBI, and will have experiences you can't find anywhere else. The FBI is seeking applicants from a wide range of academic areas, and you'll be placed in assignments based on your educational background, skill sets and unique life experiences.

As part of the application process, you will be asked to identify your preferred work location(s). The application will allow you to select up to three (3) preferred work locations. If you are only interested or available to work in one (1) location, you should only select one location and leave the other two selections blank.

Relocation and housing costs will not be provided. If you receive an offer to intern at your selected preferred work location, but are no longer available to work at that location, the offer may be rescinded before the start of the internship program.

To find the closest field office to you, visit the Locations page. The FBI has 56 field offices around the country, each with additional satellite offices.

#### Headquarters options include:

- Washington, DC (Main Headquarters and Washington Field Office)
- Quantico, VA (Critical Incident Response Group; Training, Laboratory and Operational Technology Divisions)
- Winchester, VA (Records Management Division)
- Clarksburg, WV (Criminal Justice Information Services)
- Huntsville, AL (Terrorist Explosive Device Analytical Center)

If you select Quantico, VA; Clarksburg, WV; Winchester, VA; or Huntsville, AL, you must have your own transportation to and from work, as no public transportation is available in these areas.

Approved For Posting  
Office of Talent Life

## Key Requirements

1. You must attend an accredited college or university within the United States full-time as an undergraduate, graduate, or post-doctorate student. Students are not eligible if graduating before the program start date (June 2018); exceptions are permitted to students continuing their education in the following semester.

2. You must have and maintain at least a 3.0 GPA. If you are a first-semester freshman, or your school does not provide a GPA, you must have maintained a 3.0 high school GPA, and meet one of the following alternate criteria:

3. SAT: 1500 out of 2400, or 1000 out of 1600 (most recent SATs).

4. ACT: 21 or higher.

5. Must be able to obtain a Top-Secret security clearance and be available for processing within the continental United States.

Selectees must undergo and successfully complete a comprehensive background investigation as a condition of placement/retention in the position. Prior to the initiation of a background investigation, applicants will be required to pass a polygraph examination and a urinalysis drug test. The background investigation will include a check of your credit history and criminal record, as well as interviews with prior employers, references, co-workers, personal associates, family members, and friends. An applicant may be disqualified from selection or removed from employment based on information obtained during this background investigation.

Please note that if you meet any of the automatic disqualifiers or don't meet the key requirements you are not eligible for the Honors Internship Program and/or employment with the FBI.

## Automatic Disqualifiers

Applicants must meet all Eligibility requirements located on our Employment Eligibility page. Applicants will be automatically disqualified if they meet any of the following criteria:

- Are not a U.S. Citizen (born or naturalized).
- Have been convicted of a felony.
- Have used illegal drugs in violation of the FBI Employment Drug Policy.
- Have defaulted on a student loan insured by the U.S. Government.
- Have failed an FBI-administered urinalysis drug test.
- Have failed to register with the Selective Service System (males only – exception apply).

## Required Documents

You must provide all required documents before the application closes on 10/15/2017 @ 11:59 PM EST to be eligible for the Honors Internship Program.

All applicants are required to upload the three documents listed below when completing their application:

- Unofficial College transcript(s)
- School Certification Form \*
- Program Term Acknowledgement Form

Submitted documents should be in a .PDF format. Please do not submit any of the following file formats: HTML, TIF, JPEG, DOC, DOCX, Password Protected, or Web Link.

\*If submitting a certification form created by your school it must provide all requested information from the required FBI School Certification Form.

Additionally, you must fill in the Discipline (Major) and College/University categories on the application for your application to be considered.

Please use the guide below to determine the documents you must submit with your application:

- First-Semester Undergraduate Freshmen /No GPA: Unofficial College Transcripts, High School Transcripts, SAT/ACT Score(s), School Certification Form, and Program Term Acknowledgement Form
- First-Semester Undergraduate Transfer/Graduate Student: Unofficial Transcripts from previous school, Unofficial Transcripts from current school, School Certification Form, and Program Term Acknowledgement Form
- If you are graduating before the program starts, you must provide proof of continuing your education to remain eligible for the program. This must be submitted at time of application: Unofficial Transcripts, School Certification Form, Program Term Acknowledgement Form, Letter of Intent for Graduate School. The Letter of Intent for Graduate School must be a formal letter from the school you have applied to stating you have applied and are being considered for acceptance. Once you receive your Acceptance Letter, you will be responsible for uploading the letter to your FBIJobs.gov profile. Participation in the Honors Internship Program will be contingent on receipt of the Acceptance Letter.
- o Veterans: Unofficial Transcripts, School Certification Form, Program Term Acknowledgement Form, and DD-214
- o Disabled Veterans: Unofficial Transcripts, School Certification Form, Program Term Acknowledgement Form, DD-214, SF-15, and VA letter dated 1991 or later
- All Others: Unofficial Transcripts, School Certification Form, and Program Term Acknowledgement Form

#### Additional Information

The FBI is part of the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principle investigative arm of the DOJ. All FBI positions are in the excepted service.

Applicants must be U.S. citizens and consent to a complete background investigation, urinalysis, and polygraph. You must be suitable for Federal employment; as determined by a background investigation.

Failure to provide necessary and relevant information required by this vacancy announcement may disqualify you from consideration. Additional information will not be requested if your application is incomplete. Your application will be evaluated solely on the basis of information you have submitted. You must fill in the Discipline (Major) and College/University categories on the application for your application to be considered.

#### Veterans' Preference

If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your resume and application. Your veterans' preference entitlement will be verified by the employing agency.

#### Housing/Travel

All interns are responsible for making their own housing arrangements, and the FBI will not intervene in any contractual arrangements negotiated between an intern and a housing provider. The FBI recommends that students wait until the FBI confirms that their backgrounds have been favorably adjudicated before they sign a formal agreement with any housing provider. The FBI is not responsible for any housing or travel expenses incurred by a student, nor can we guarantee an internship start date until your background investigation has been favorably adjudicated.

#### Nepotism

Nepotism is the act of favoring relatives in the hiring process, and is prohibited by law. Public officials are prohibited from hiring or promoting relatives or relatives of officials in their chain of command, as well as actively or indirectly endorse a relative's appointment or promotion.

During the hiring process, all selected candidates and FBI hiring managers will be required to certify they are not related to anyone involved in the hiring process.

#### Reasonable Accommodation Request

The FBI provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Office of Equal Employment Opportunity Affairs (OEEOA) Reasonable Accommodation (RA) Program by either e-mail at [REASONABLE\\_ACCOMMODATIONS@ic.fbi.gov](mailto:REASONABLE_ACCOMMODATIONS@ic.fbi.gov), telephone at 202-324-2158, or FAX at 202-324-3976. Your request will receive an individualized assessment.

This e-mail address is only for reasonable accommodation requests. Please do not submit your application and/or any questions unrelated to reasonable accommodations. Should any applications be received, they will not be forwarded for consideration during the hiring process.