

Federal Bureau of Investigation (FBI)
SUMMER 2020 Honors Internship
Career Connector Job ID #9524

Description

The FBI Honors Internship Program is a 10-week, paid internship for undergraduate and graduate college students. While exploring the FBI's exciting career options, students will work side-by-side with FBI employees at an FBI Headquarters location or in one of our 56 field offices located across the country. This internship offers students an unmatched opportunity to help the FBI achieve its mission to protect the American people and uphold the Constitution. FBI hiring managers seek applicants from a wide range of majors. Selected interns will be placed in assignments based on their location preferences, educational background, skill sets, and unique life experiences.

In the application, you must identify your preferred work location(s). For more information about the different FBI Headquarters Divisions located in the Washington, D.C. area, a list of Headquarters Divisions outside of the Washington, D.C. area or to locate the field office closest to you, visit: www.fbi.gov/contact-us/field-offices. In the application, you can select up to six (6) preferred work locations. If you are only interested or available to work in one location, then select only one location and leave the remaining five selections blank.

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offer for your selected preferred work location, but are no longer available to work at that location, the offer may be rescinded before the start of the program.

Key Requirements

You must attend on a full-time basis an accredited college or university within the United States as an undergraduate (including two-year technical programs), graduate, or post-doctoral student. You are not eligible if you will graduate before the program start date (June 2020); however, an exception will be made if you will continue your education in the semester following your graduation. For example, if you are on track to graduate in June 2020 and will attend graduate school in Fall 2020, you are eligible to apply for this internship.

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:

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

ACT: 21 or higher

You must be able to obtain a Top Secret security clearance and be located in the continental United States, Hawaii or San Juan for the duration of your background investigation.

Background Investigation

Those selected by an FBI hiring manager must successfully complete a comprehensive background investigation as a condition of placement/retention in the position. Before that investigation is initiated, you must complete the SF-86: Questionnaire for National Security Positions. You must then meet with a special agent for an interview, pass a polygraph examination focused on your responses on the SF-86, and pass a urinalysis drug test. The background investigation will include a check of your credit history and criminal record, and interviews with prior employers, references, co-workers, personal associates, family members, and friends. Based on the information obtained during this background investigation, you may be disqualified from selection or removed from employment.

Selected candidates cannot begin the internship until the background investigation has been completed and the candidate is cleared for hire. A background investigations can take 6 to 8 months to process; that timeline varies, depending on the complexity of the candidate's

background, the number of places lived, overseas travel, and more. The FBI cannot guarantee that a selected candidate's background investigation will be completed in time to begin the internship.

To best manage the process, the FBI has deadlines for key milestones in the background investigation:

Those selected candidates who have not successfully completed their SF-86, interview, polygraph, and drug test by January 17, 2020, will be discontinued from the process.

Those selected candidates whose investigative phase of their background is not completed by May 1, 2020, will also be discontinued.

Automatic Disqualifiers

You must meet ALL eligibility requirements posted on our Employment Eligibility page. During the polygraph, you will be asked questions related to these requirements. You will be automatically eliminated from the application process if you meet any of the following disqualifiers:

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 – exceptions apply.)

Please note: If you do not meet all of the key requirements or you have any of the automatic disqualifiers, you are NOT eligible for the Honors Intern Program and/or employment with the FBI.

If you fail the polygraph because you withheld information about illegal drug use, criminal activity, or any other violation, you will be automatically disqualified from this and ALL future employment with the FBI. Also, failing the polygraph or background investigation will likely negatively affect future employment opportunities with the U.S. Intelligence Community and with any other agency of the federal government.

Completing the Application

You must complete the application and submit all required documents by 11:59 p.m. ET on Sunday, September 15, 2019. If applying online is a hardship, please request assistance by sending an email before the application closing date to recruiting@fbi.gov with "Intern Application Hardship" in the subject line.

If you are selected for the program, you will have to go to the FBI Field Office closest to your address for the interview, polygraph, and drug test. To determine which field office you will visit, you must list the address where you will be for the majority of time from October 1 to December 31. Most likely, that will be your school address. Be sure that you enter the correct address so you can be assigned to the appropriate field office.

Required Documents

Along with a completed application, you must submit the following additional documentation:

Unofficial Transcript, the Official School Certification Form, and the Program Terms Acknowledgement Form. You must provide all required documents before the application closes on 09/15/2019 at 11:59 PM ET to be considered for the Honors Intern Program. If you are missing any of the required documents, your application will be discontinued.

If your school registrar or dean cannot complete the Official School Certification Form by the close of the application, you may sign the bottom of that document and upload your signed form. However, if you are selected for an interview, the Official School Certification Form completed by the registrar or dean must be uploaded to your FBIJobs.gov account by the time of your interview.

Required documents must be uploaded as .pdf files. Do not submit any of these file types: HTML, TIF, JPEG, DOC, DOCX, Password Protected, or Web Link.

In some circumstances, you may be required to submit additional documents. If any of the following situations apply to you, submit the documents noted below:

1st Semester Undergraduate Freshmen/No GPA: Unofficial College Transcripts, High School Transcripts, SAT/ACT Score(s), Official School Certification Form, and Program Terms Acknowledgement Form. Your unofficial transcripts must show that you have enrolled in classes and are a full-time student at an accredited institution.

1st Semester Undergraduate Transfer/Graduate Students: Unofficial Transcripts from previous school, Unofficial Transcripts from current school, Official School Certification Form, and Program Terms Acknowledgement Form.

If you are graduating before the program starts, you must provide proof of continuing your education to be eligible for the Honors Internship Program. You must submit these forms at the time of application: Unofficial Transcripts, Official School Certification Form, and Program Terms Acknowledgement Form. Participation in the Honors Internship Program will be contingent on receipt of the Acceptance Letter.

Veterans: Unofficial Transcripts, Official School Certification Form, Program Terms Acknowledgement Form, and DD-214

Disabled Veterans: Unofficial Transcripts, Official School Certification Form, Program Terms Acknowledgement Form, DD-214, SF-15, and VA letter dated 1991 or later

Position Type: Full Time, Internship & Co-op

Desired Class Level(s): Junior, Senior

How to Apply:

https://apply.fbijobs.gov/psc/ps/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL_GBL?FOCUS=Applicant&FolderPath=PORTAL_ROOT_OBJECT.HC_HRS_CG_SEARCH_FL_GBL2&IsFolder=false&IgnoreParamTempl=FolderPath%2clsFolder&

Application Deadline: Sep 15, 2019