Federal Bureau of Investigation
Los Angeles Division
2015 Cyber/Computer Science Internship Program

Open Application Dates: 11/17/2014 through 11/28/2014 @ 11:59 P.M. EST

The Federal Bureau of Investigation (FBI) Honors Internship Program is a paid internship opportunity that offers undergraduates, graduates or post-doctorate students throughout the country an exciting insider's view of FBI operations and an opportunity to explore career opportunities within the Bureau. The Honors Internship Program allows students to work at select Field Office locations across the country from June 1, 2015 through August 9, 2015.

FBI Honors Interns will spend ten rewarding weeks in the summer working side-by-side with FBI employees on a variety of organizational issues or investigative matters that are vital to the FBI's mission. After completing a summer internship, interns have the opportunity to continue their internship throughout the year at selected field offices or FBIHQ divisions, by working a minimum of 16 hours per month in order to maintain their security clearance. No matter what career path you eventually choose, serving as an FBI Honors Intern will be an experience you will never forget, and one that will benefit you in all of your future endeavors.

Who May Apply/Qualifications:

- Must be enrolled and attending a college, or university, full-time, that is accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education
- Must be an Undergraduate (Junior or Senior), Graduate, or Post-Doctorate Student at the time of hire (a participant cannot be graduating before program begins)
- Must have and maintain a minimum cumulative grade point average (GPA) of 3.0 or above on a 4.0 GPA scale.
- Must meet FBI employment suitability standards, including policies regarding current and prior usage of illegal drugs, and must be able to pass a comprehensive background check, polygraph test, drug test, and Personal Security Interview (PSI) to obtain a Top-Secret clearance.
- Must submit all requested documentation by the appropriate deadlines.

Disqualifiers:

- U.S. Citizens Only
- No Felony Convictions
- Cannot have defaulted on any federally secured student loans
- Males must be registered with the Selective Service
- Cannot have used Marijuana within the last three (3) years. Cannot have used any hard drugs within the last ten (10) years. Cannot have used any prescription drugs NOT prescribed to you within the last three (3) years. All applicants must submit/pass an FBI-administered urinalysis drug test.
**Duration of Appointment:**

- Summer - 40 hours per week for at least 10 weeks
- School Year - 16 hours per month minimum

**Salary/Pay:**

- Honors Interns will be compensated/paid from $12-$15 dollars per hour based on their qualifications and previous experience.

**How To Apply:**

You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. If applying online poses a hardship please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

**Step 1 - Establish an Account**

On the USAJOBS Web site, select "MY USAJOBS" and click "Create Your Account Now." You will be prompted to provide contact information, establish user access information, and indicate your citizenship and veteran preference information. After entering this data, your personal page will be created. Here, you can choose to create a new resume or set up email notification agents to alert you to new positions posted to USAJOBS.

**Step 2 - Create and Store a Resume**

To add a resume on USAJOBS, use the resume builder provided. There are four steps: Getting Started; Experience; Related Information; and Finishing Up. Resumes created on USAJOBS are saved and can be used to apply for any vacancy within the federal government. You can store up to five resumes on USAJOBS. You may need to customize your resume to ensure that it supports your responses to the online questionnaire.

**Step 3 - Apply Online**

Click the "Apply Online" button on this announcement and then select the resume you wish to submit with your application. You will be redirected to the FBIJOBs.gov website to complete the application process.

**Step 4 - Answer the Online Questions and Submit Your Application**

If this is your first time on FBIJOBs.gov website, you will be prompted to register by answering questions related to your eligibility for federal employment. The system will save these responses and take you back to the main screen so that you can answer the job-specific questions. Click on the "Continue" button to answer the job-specific questions. You must answer all the questions and click the "Finish" button.

**Step 5 - Submit Required Documents**

Click on one of the available options: Upload, USAJOBS, Fax, or Reuse existing documents, to submit required documentation. Follow the instructions provided.

**Step 6 - Review and Confirm Your Submission**

Once you click "Done," you will see a summary of your application for your review. You may also generate a PDF version to print or save for your records. When you click "Finish" at the bottom of the page, you will then be directed back to USAJOBS where you can confirm that your application has been submitted and track your application status.
Required Documents:

- Your resume (required) and cover letter (optional)
- A complete assessment questionnaire (required)
- FD-956 School Certification Form (required)
- For transferring candidates from a 2-year to a 4-year institution or continuing on to a graduate/ post-graduate degree: Submit a copy of your acceptance letter, with FD-956 School Certification Form, which states that you are enrolled and will be attending full-time at the time of hire.
- Program Term Acknowledgement Form (required)
- Current unofficial academic transcript (required) (Transcripts or unofficial transcripts should submitted from the candidate’s last completed semester of school which indicates the cumulative GPA prior to the application date. An official transcript will be due prior to the start of internship.)
- Written recommendation from appropriate dean or department head. (required) If not available at the close of the application or if dean/department head prefers to keep letter confidential, please email this document no later than one week after closing to fbijobsinla@ic.fbi.gov. Please include candidate’s name in the subject line.
- For Veteran's Preference: Your DD-214, SF-15, and a letter from the Veterans Administration

The FBI welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The FBI is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit.

The FBI is an Equal Opportunity Employer and all qualified applicants will receive consideration for this vacancy. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, parental status, physical or mental disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.