



United States Department of Homeland Security
 Headquarters Volunteer Fellows Program

APPLICANT INFORMATION

I wish to be considered for the following fellowship term: Fall 2009 Spring 2010

Applicant Name: _____ Date of Application: _____
 Permanent Address: _____ Phone: _____
 Apt./Unit: _____ City: _____ State: _____
 E-mail Address: _____ Zip Code: _____
 Name of College or University: _____ GPA: _____
 Major/Concentration: _____ Degree Sought: _____
 What is your desired work schedule? Part Time Full Time Year in School: _____
 Are you a United States Citizen? Yes No
 Do you claim Veterans' Preference? No Yes – 5 points. Yes – 10 points.
If yes, please attach a copy of your DD-214 of terminal leave documentation.

AREA OF INTEREST

Please select up to three areas of interest. Applicants selecting more than three areas will be disqualified from consideration.

- | | | |
|--|--|---|
| <input type="checkbox"/> Buying/Pricing/Contract Negotiation | <input type="checkbox"/> Health Affairs | <input type="checkbox"/> Legal/Law |
| <input type="checkbox"/> Communications & Public Affairs | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Legislative Affairs |
| <input type="checkbox"/> Finance & Accounting | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Policy |
| <input type="checkbox"/> General Administration/Clerical | <input type="checkbox"/> Intelligence & Analysis | <input type="checkbox"/> Privacy |
| | | <input type="checkbox"/> Science & Technology |

APPLICATION REQUIREMENTS

The following materials should accompany your typed, signed application form:

- I. RESUME.** Attach a one-page, typed resume that highlights your professional and academic experiences, technical abilities, languages spoken and awards/honors received.
- II. PERSONAL STATEMENT.** Attach a one-page, typed personal statement that addresses ONE of the following prompts: "Discuss how an internship at the Department of Homeland Security Headquarters would further your academic and professional development." or "Select an issue facing the homeland security community and write a policy memorandum addressing contributing factors and possible solutions."
- III. UNIVERSITY TRANSCRIPT.** Attach a copy of your university transcript that clearly indicates projected graduation date. Unofficial copies will be accepted during the application process, but an official record must be provided if the applicant is accepted into the internship program.
- IV. RECOMMENDATION (Optional).** Include a letter of reference from an academic or extracurricular source that assesses your personal strengths, abilities and likelihood of success in a role at the Department of Homeland Security.

SIGNATURE & VERIFICATION

I understand that the submission of this application and supporting documentation does not guarantee an offer of employment by the Department of Homeland Security or any other federal entity. I understand that if I am a male born after December 31, 1959, and am at least 18 years of age, civil service employment law requires that I register with the Selective Service System before I turn the age of 26, unless I meet certain circumstances. I understand that if I am not registered, with certain exceptions, I am not eligible for federal employment. I understand that the collection, maintenance, use and disclosure of the information provided on this application is governed by the applicable provisions of the Privacy Act of 1974, section 552a of Title 5 of the U.S. Code, as amended, and other applicable law. I understand that with my signature below, I affirm the information I have provided and on any attachments is complete, true and accurate to the best of my knowledge.

SIGNATURE

DATE