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## THE CORPORATION

The Federal Deposit Insurance Corporation (FDIC) offers a Student Temporary Employment Program (STEP) and a Student Career Experience Program (SCEP) that provide participants with invaluable learning opportunities and competitive compensation packages. The FDIC's primary mission is to promote and maintain a sound banking system. Established in 1933, the Corporation is responsible for managing the Bank Insurance Fund, which insures bank depositors, and for supervising and examining various financial institutions.

## REQUIREMENTS

To qualify for the Student Temporary Employment Program (STEP) or the Student Career Experience Program (SCEP), applicants must be at least 16 years of age, be lawfully permitted to work in the United States, and enrolled in school as a degree-seeking student. This is an Excepted Service appointment. Please complete this application and forward documentation of enrollment (i.e. copy of transcript and letter from registrar confirming enrollment) to the address stated in the vacancy announcement or provided to you by your recruiter. At the beginning of each term, students provide a letter of verification from their educational institution and a schedule of classes showing proof of enrollment in school for the upcoming semester. At the completion of a term, students provide verification that they still meet GPA and other program requirements with a copy of their transcripts or grade report.

## PRIVACY ACT STATEMENT

Collection of this information is authorized by 12 U.S.C. § 1819, 26 U.S.C. § 6109, and Executive Order 9397. Your Social Security Number (SSN) is requested to further ensure record accuracy. This information will be used by FDIC personnel to process your application for the FDIC's Student Educational Employment Program. The information on this form may be disclosed to: financial and credit institutions for credit reference purposes to verify employment with the FDIC; the United States Office of Personnel Management, the Merit Systems Protection Board, the Office of Special Counsel, the Federal Labor Relations Authority, an arbitrator, or the Equal Employment Opportunity Commission, to the extent disclosure is necessary to carry out the government-wide personnel management, investigatory, adjudicatory and appellate functions within their respective jurisdiction; a court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, or in connection with criminal proceedings; a congressional office in response to an inquiry made at the request of the individual to whom the record pertains; state authorities regarding reasons for a former employee's separation from FDIC service where the inquiry is made pursuant to the former employee's application for unemployment compensation; or in accordance with the other "routine uses of records" listed in the FDIC's Unofficial Personnel System, 30-64-0015. Completion of this form is voluntary, but failure to provide the requested information, including your SSN, may result in your application not being processed.

## FDIC IS AN EQUAL OPPORTUNITY EMPLOYER

Applications will be considered without regard to race, color, religion, gender, national origin, age, marital status, disability, political affiliation, sexual orientation, or any other non-merit factor.

## PAPERWORK REDUCTION ACT NOTICE

The information collected is required to determine whether you meet the criteria for employment under the Student Educational Employment Program. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Paper Reduction Act Clearance Officer, Legal Division, Federal Deposit Insurance Corporation, 550 17<sup>th</sup> Street, N.W., Washington, D.C. 20429, and to the Office of Management and Budget, Paperwork Reduction Project (3064-0147), Washington, D.C. 20503. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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Federal Deposit Insurance Corporation  
**APPLICATION FOR STUDENT EDUCATIONAL EMPLOYMENT PROGRAM**

**INSTRUCTIONS:** Please read the Requirements, prior to completing this form.

Check the applicable box of the program for which you are applying as indicated on the vacancy announcement or by your recruiter.

**Student Temporary Employment Program (STEP)**

Job opportunities under this program offer temporary employment ranging from summer jobs to positions that last as long as you are a student. These opportunities are not necessarily related to your academic field of study and may be generally clerical/technical in nature. Students in this program must maintain no less than a 2.0 overall current Grade Point Average (GPA) on a 4.0 scale.

**Student Career Experience Program (SCEP)**

This program offers work experience directly related to your academic field of study. It provides formal periods of work and study while you are attending school. This program requires a written agreement between you, your school, and the FDIC that includes a minimum Grade Point Average and other requirements for continuation in the program. U.S. Citizens may be eligible for continuing employment with the Federal government after completing their education and meeting certain work requirements.

**A copy of college transcript(s) must be attached to this application. If claiming veterans preference, attach a copy of your DD-214 and SF-15 (if appropriate). Contact the FDIC Student Employment Coordinator if you have questions regarding veterans preference.**

**SECTION I - APPLICANT INFORMATION**

(1) Name (Last, First, Middle Initial)		(2) Social Security Number	(3) Date of Birth
(4) Permanent Address			(5) Telephone Number ( )
(6) Temporary (School) Address			(7) Mobile Telephone Number ( )
(8) Primary E-Mail Address			(9) Date Available for Work
(10) Are you a U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	(10A) Are you the child of a current FDIC employee? <input type="checkbox"/> YES <input type="checkbox"/> NO	(11) City and State where you are available to work:	

**SECTION II - EDUCATION**

(12) High School's Name and Address that you are <b>currently</b> attending		(13) Anticipated Graduation Date
(14) College or University's Name and Address that you are <b>currently</b> attending		(15) Anticipated Graduation Date
(16) Degree Program (BA, BS, MS, PhD, etc)	(17) Major Field of Studies	(18) Minor Field of Studies
(19) Cumulative GPA: _____ Current GPA: _____	(20) Number of Credits Earned (Indicate semester or quarter hours) Credits Earned: _____ Accounting Credits Earned: _____ (If applying for a finance-related or Examiner position) <input type="checkbox"/> Semester <input type="checkbox"/> Quarter <input type="checkbox"/> Other _____	
(21) Currently Enrolled as: (check one) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time [FDIC requires that students carry at least a half-time course load]		(22) Documentation of Enrollment attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
(23) Name and Address of previous College or University Attended		Dates Attended Major(s)
(24) Name and Address of previous College or University Attended		Dates Attended Major(s)
(25) Cumulative GPA _____	(26) Number of Credits Earned (Indicate semester or quarter hours) Credits Earned: _____ Accounting Credits Earned: _____ (If applying for a finance-related or Examiner position) <input type="checkbox"/> Semester <input type="checkbox"/> Quarter <input type="checkbox"/> Other _____	
(27) Degree or Certificate Earned		(28) Year of Graduation
(29) Has the Federal Government ever employed you as a civilian? <input type="checkbox"/> Yes <input type="checkbox"/> NO (If yes, provide name and agency and dates of employment on Page 2.)		

**SECTION III - WORK EXPERIENCE** *(Provide a brief narrative of significant work or volunteer experience including dates, number of hours worked, and accomplishments.)*

(30) Employer's Name and Address	(31) Telephone Number ( )
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Summary of Duties:

Give start & end dates of employment:	Salary \$ _____ per annum/per hour
(32) Employer's Name and Address	(33) Telephone Number ( )

Summary of Duties:

Give start & end dates of employment:	Salary \$ _____ per annum/per hour
(34) Employer's Name and Address	(35) Telephone Number ( )

Summary of Duties:

Give start & end dates of employment:	Salary \$ _____ per annum/per hour
(36) Academic Activities, Achievements, and Awards/Scholarships <i>(List below)</i>	

(37) Computer Skills *(List below)*

**SECTION IV - REFERENCE – WORK OR ACADEMIC**

(38) Name	(39) Address	(40) Telephone Number ( )
(41) Name	(42) Address	(43) Telephone Number ( )

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, and complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

(44) Signature	(45) Date
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