



**DEPARTMENT OF THE TREASURY  
BUREAU OF THE PUBLIC DEBT  
PARKERSBURG, WV 26106**

Dear Applicant:

Thank you for your interest in employment with the Bureau of the Public Debt (BPD). BPD is an integral part of the Department of the Treasury that manages Treasury's debt finance, accounting operations and Treasury securities. Additionally, we have a large franchise component that provides administrative support services to other Federal agencies on a reimbursable basis. To fulfill our missions, we hire highly qualified people in the areas of management, accounting, finance and human resources. We offer a competitive salary plus an impressive list of benefits such as flexible work schedules, health/life insurance plans, matching 401(k) contributions and many other benefits competitive with other leading organizations.

In order to give you consideration, we need some information. Please provide all of the following applicable information. Failure to submit all the required information may remove your application from consideration or negatively impact your eligibility for veterans' preference or qualifications for certain positions.

- RESUME**
- APPLICATION FOR THE FEDERAL CAREER INTERN PROGRAM**, the attached application must be completed and returned.
- ALL undergraduate/graduate transcripts (copy of official transcripts)** to verify degrees earned and/or courses completed.
- VETERANS**, to be given preference you **must submit** a copy of your **DD-214 Part 4** or other documentation showing dates of service and type of discharge. If you are a 10-point preference eligible, you must also submit the Application for 10-Point Veteran Preference, SF 15, along with required documentation listed on the back of the SF 15 form.

Management officials may review your application when there is a job vacancy that corresponds with your qualifications. Your application will be retained in our active referral files for one year from the date of receipt. At the end of one year, your application will be removed from our files unless you submit a new application package. If you require additional information during this process please feel free to contact our office.

TREASURY FRANCHISE EMPLOYMENT SERVICES BRANCH  
200 THIRD STREET, A2-H  
PARKERSBURG, WV 26106-5312  
TELEPHONE: (304) 480-8326 FACSIMILE: (304) 480-8292

**You must be a U.S. citizen to work for the Bureau of the Public Debt.**  
**[www.publicdebt.treas.gov](http://www.publicdebt.treas.gov)**

# Application For The Federal Career Intern Program

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Source/Career Fair: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Date Available: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

School Attended: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

School Attended: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Relevant Positions Held: \_\_\_\_\_  
\_\_\_\_\_

Typing Speed: \_\_\_\_\_

Check all that apply:  U.S. Citizen  Veteran If yes:  5 Points  10 Points

## Positions of Interest (Check all that apply)

These positions are one-grade interval positions.  
All have promotion potential to at least the GS-07 level\*

- Accounting Technician (GS-0525)
- Call Center Assistant (GS-0303)
- Computer Assistant (GS-0335)
- Human Resources Assistant (GS-0203)
- Legal Instruments Examiner (GS-0963)
- Purchasing Agent (GS-1105)
- Travel Systems Technician (GS-0503)

These positions are two-grade interval positions.  
Most have promotion potential to the GS-12 level\*\*

- Accountant (GS-0510)/Auditor (GS-0511)
- Budget Analyst (GS-0560)
- Contract Specialist (GS-1102)
- Administrative & Program Series (GS-0301)  
(Customer Service, Technical Advisor, Visual Information Specialist, etc.)
- Financial Systems Analyst (GS-0501)
- Human Resources Specialist (GS-0201)
- Information Technology Specialist (GS-2210)
- Management/Program Analyst (GS-0343)

\*\$38,117 in Parkersburg WV, \$41,210 in Washington, DC

\*\*\$67,613 in Parkersburg WV, \$73,100 in Washington, DC

Desired Location  Parkersburg, WV  Washington, DC  
(Check both if applicable)

Grade(s) applying for (applicants will only be considered at the grade level(s) requested below):

- GS-05 (\$30,772 in WV, \$33,269 in DC)
- GS-07 (\$38,117 in WV, \$41,210 in DC)
- GS-09 (\$46,625 in WV, \$50,408 in DC)