



FBIJOBS APPLY TO A JOB POSTING GUIDE

Getting Started: Access the Careers Page

Launch your **web browser**. Enter the URL <https://www.apply.fbijobs.gov>. If you are experiencing issues launching the website, ensure there is a "s" in the "https" of the web address. Select the **Apply to Jobs** or **Search Jobs** button to navigate to the Careers Page.

Careers Website: Getting Started

1. Log into your account. Enter your credentials in the **User Name** and **Password** fields.
2. Select the **Sign In** button.

Note: If you don't have an account, register using the Register Now link. To learn more about creating an account, review the Account Creation and Management job aid.

Sign In

1 *User Name

*Password

2 After entry, password is masked.

Sign In

[Forgot User Name](#) | [Forgot Password](#)

Are you a new user? [Register Now](#) | [FAQ](#)

Optional: Using the Search Field and Job Search Agent

- A. Search Jobs:** Use the Search Jobs field to search for a Job Posting by entering a Job Title, Location, or Keywords.
- B. Job Alerts:** Follow the [FBI Job Alerts](#) guide for more information.
- C. Clear Search:** Selecting **Clear Search** will remove all search parameters and display all available job opportunities.

A Search Jobs

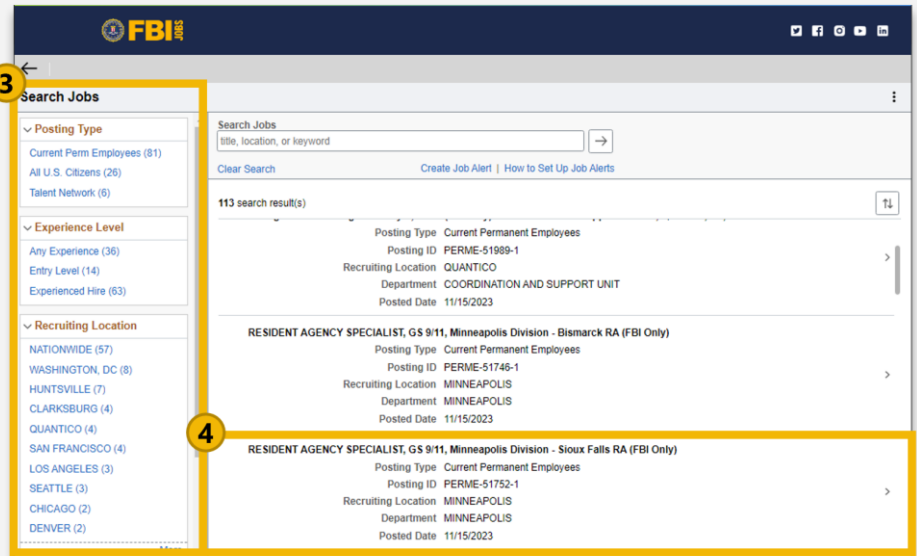
title, location, or keyword

C Clear Search

B Create Job Alert | [How to Set Up Job Alerts](#)

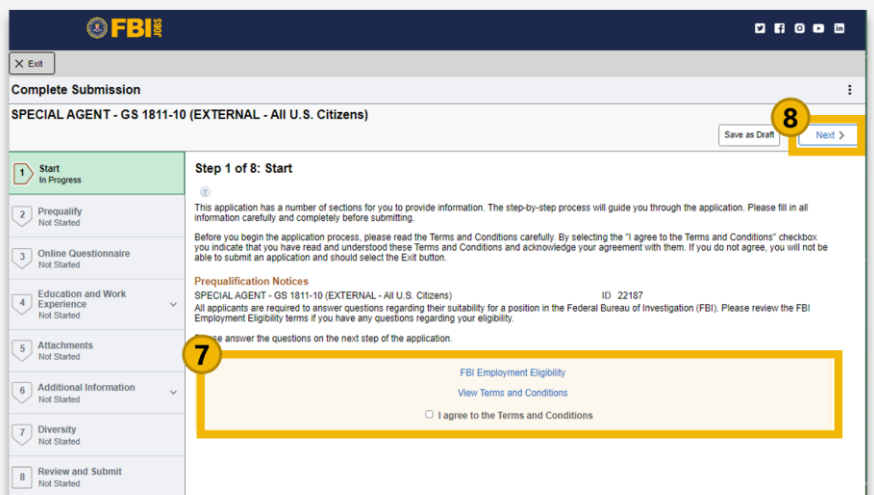
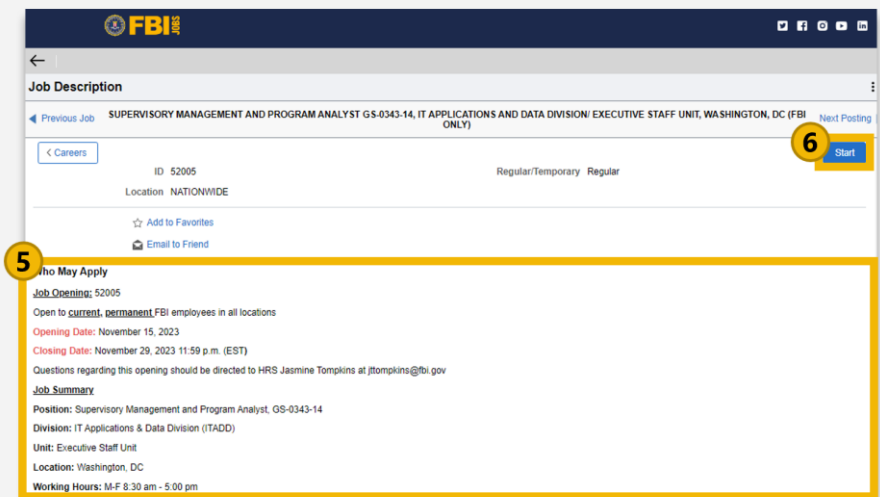
View a Job Posting

3. Select a title in the **Posting Type, Experience Level, Recruiting Location, Department, Occupational Series** and/or **Job Posted In** sections to filter the available job opportunities.
4. When you find a Job Posting of interest, select the Job Posting to view the **Job Summary** Details.



Begin an Application

5. Carefully read and review all sections of the **Job Summary** to understand the requirements of the FBI position.
6. Select the **Start** button to begin completing an application for the selected job posting.
7. Read the application **Terms and Conditions** and select the **checkbox** to continue with your application.
8. Select the **Next** button to begin your application.



*Note: the left side of the application displays where you are in the application process. The **Next** button is the only way to move to the next step in the process.*

Important Note: The number of application steps displayed will vary depending on the type of job opening selected.

Answer Prequalification Questionnaire (Special Agent Applicants Only)

9. Answer all the questions in the **Prequalify** section.
10. Select the **Next** button to continue your application.

*Note: Select the triple dot icon to display the **Contact Us** option. Select it to view FAQ's, submit a question about the application, or if you are experiencing technical issues. To save a draft of your application and come back to it later, select the **Save as Draft** button.*

The screenshot displays the FBI Jobs application interface. At the top, the FBI logo and 'FBI JOBS' are visible. Below the header, the job title 'SPECIAL AGENT - GS 1811-10 (EXTERNAL - All U.S. Citizens)' is shown. A navigation bar includes a 'Save as Draft' button, a '< Previous' button, and a 'Next >' button. A yellow callout box with the number '10' highlights the 'Next >' button. On the left, a progress indicator shows eight steps: 1. Start (Complete), 2. Prequalify (In Progress), 3. Online Questionnaire (Not Started), 4. Education and Work Experience (Not Started), 5. Attachments (Not Started), 6. Additional Information (Not Started), 7. Diversity (Not Started), and 8. Review and Submit (Not Started). A yellow callout box with the number '9' highlights the 'Prequalify' step. The main content area is titled 'Step 2 of 8: Prequalify' and contains the following text: 'To be eligible to submit an application you will need to answer the following questions.' Below this, the section is titled 'Prequalify (Required)' and lists three questions with radio button options for 'Yes' and 'No':

1. Are you willing to undergo a personnel security interview, pre-employment polygraph, physical examination, and a urinalysis drug test? Refusal to submit to an FBI urinalysis (drug test) or polygraph examination is grounds for disqualification from the applicant process.
 - Yes
 - No
2. Are you willing to undergo a comprehensive background investigation which includes, but is not limited to: (1) interviews of all references, spouse, former spouse, cohabitants, employment references, employers, coworkers, close personal associates, and neighborhood contacts; and (2) records check which include credit and financial history, driving record, education, public records, selective service registration, military records, citizenship, criminal history, and fingerprints?
 - Yes
 - No
3. Have you used marijuana or any of its various forms (e.g., cannabis, hashish [hash], hash oil, or tetrahydrocannabinol [THC], synthetic or natural), in any location (domestic or foreign) regardless of the legality in that location of use, within the one (1) year prior to your application to the FBI? Note: This does not include Dronabinol (sold as Marinol, Syndros, or generic equivalents) when lawfully used with a medical prescription.
 - Yes
 - No

Attach a Resume or Cover Letter

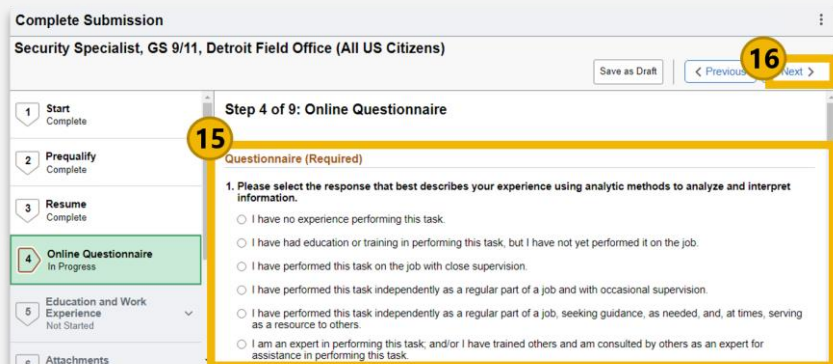
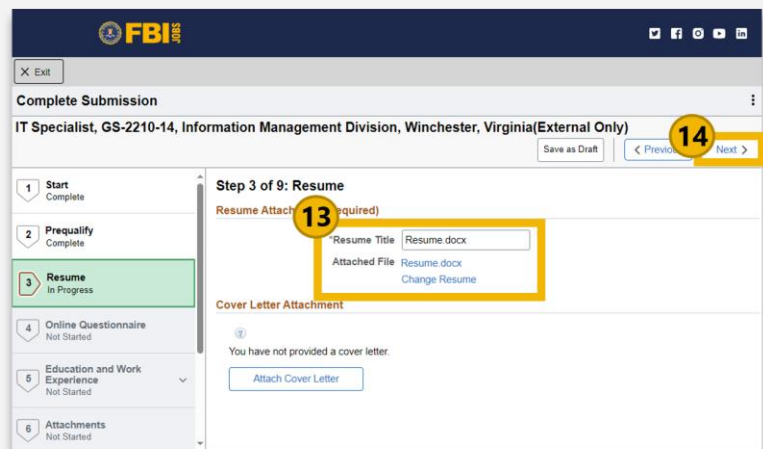
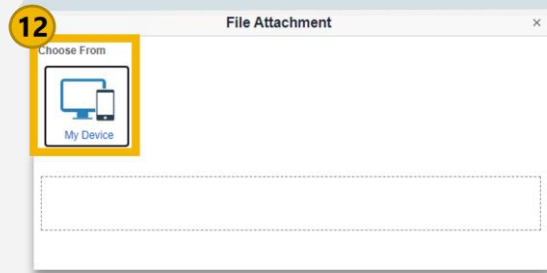
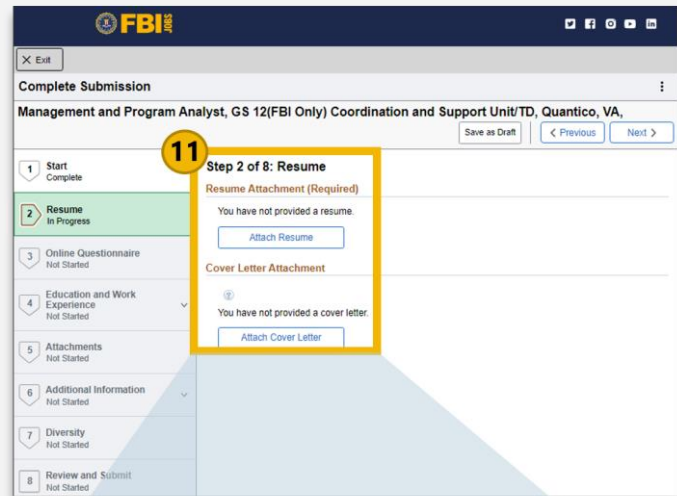
11. Select the **Attach Resume** button to upload a resume from your computer. You also have the option to **Attach Cover Letter**, but it is not required.

Important Note: Special Agent and some Intelligence Analyst jobs postings will not have the option to attach a resume. They are required to input their resume information into the Education and Work Experience section of the application. A resume will be automatically built using the information entered by the applicant.

12. Select the **My Device** icon and follow your computer prompts to upload your attachments.
13. Review your attachments by selecting the file name. Select the **Change Resume** link to delete the attached resume.
14. Select the **Next** button to continue your application.

Complete Online Questionnaire

15. Complete each question in the **Online Questionnaire**, selecting the level of experience you have for each prompt. All questions are mandatory.
16. Select the **Next** button to continue your application.



Add Education and Work Experience

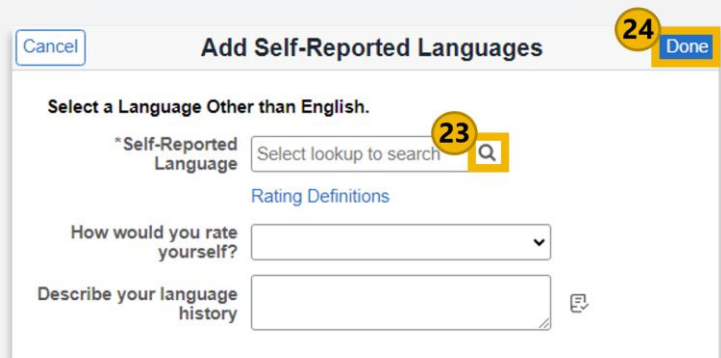
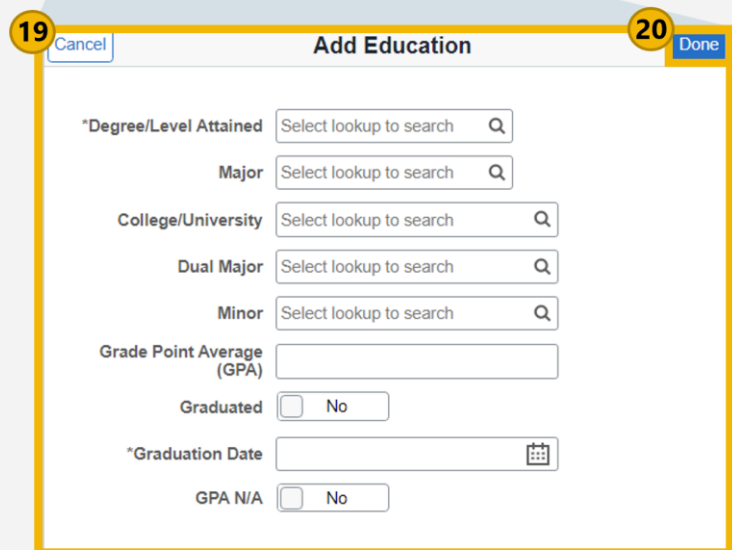
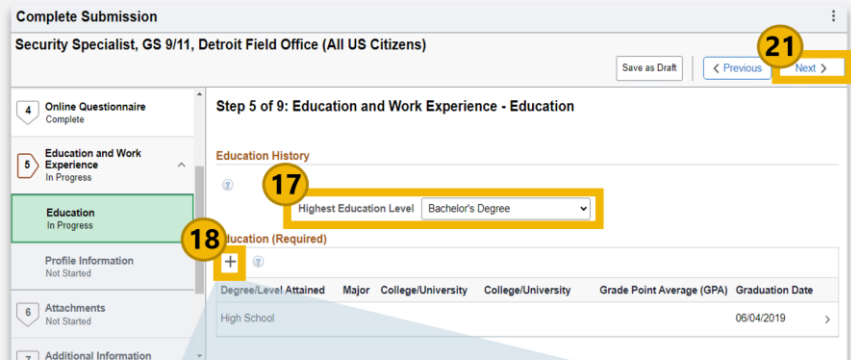
Add additional profile information to your application by selecting the Add button and entering the required information. See the **Add Education** button as an example. Note that you must complete the **Education** section of the application.

17. Select the **Highest Education Level** drop down menu to indicate your level of education.
18. Select the **Plus button** to provide additional education details.
19. Enter educational details to include **Degree, Major, GPA,** and **Graduation Date.**

Important Notes:

If you cannot locate your College/University, select "College/University Not Listed and annotate in your resume. Select the closest major choice to your major. Select the GPA N/A checkbox if your school does not issue a GPA

20. Select the **Done** button to save adding your education details.
21. Select the **Next** button to continue your application.
22. If you have additional language proficiency to report, select **Add Self-Reported Languages.**
23. Click the Microscope icon to select a language.
24. Select the **Done** button.
25. Select the **Next** button to continue your application.

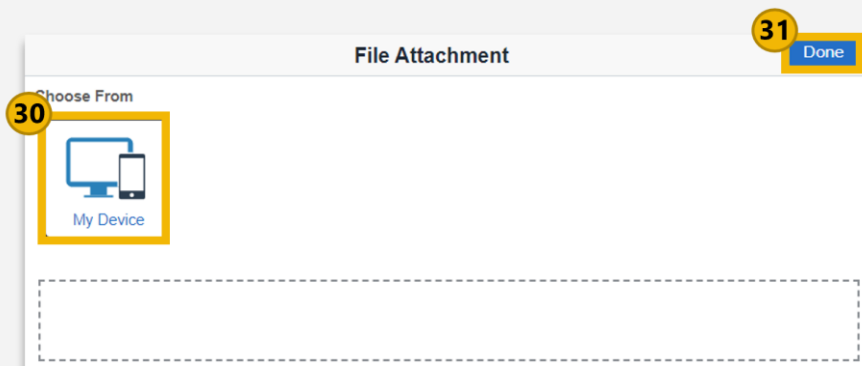
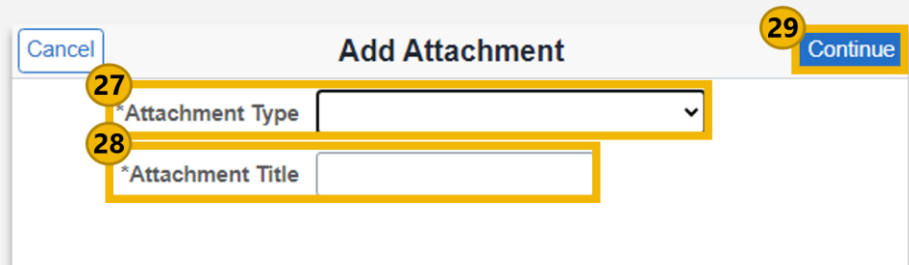
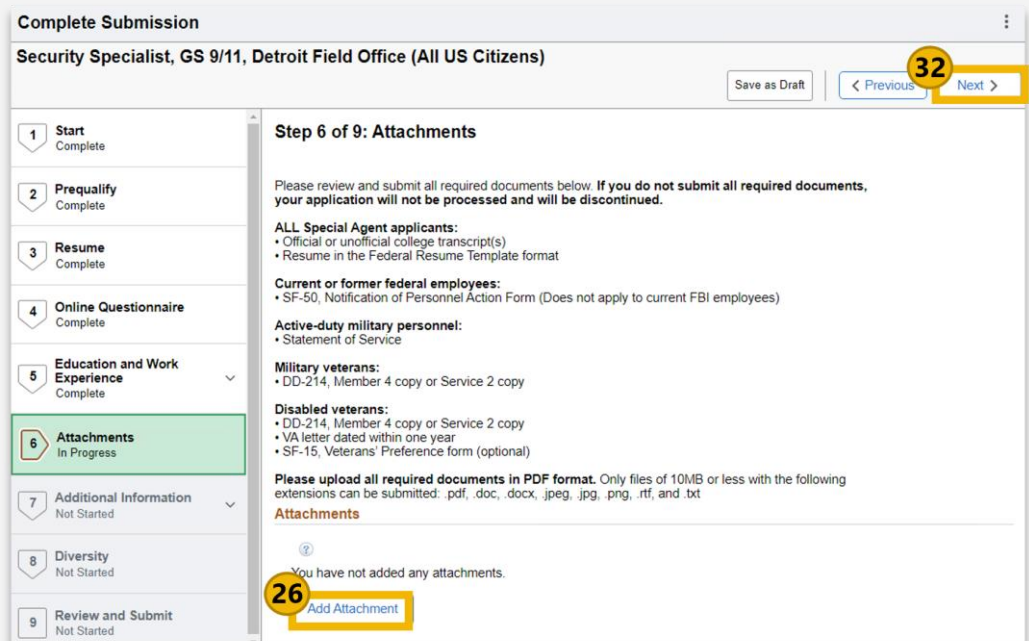


Add Attachments

Add attachments as required by the job opening description

26. Select the **Add Attachment** button.
27. Select the **Attachment Type** from the drop-down menu.
28. Enter an **Attachment Title** for your document.
29. Select the **Continue** button.
30. Select the **My Device** icon and follow your computer prompts to upload your attachments.
31. Select the **Done** button to proceed after your file has been uploaded.
32. Select the **Next** button to continue your application.

Important Note:
Applications that require specific documents to be uploaded in this section will not be able to move forward until attached.



Provide Additional Information

Provide additional information used for Federal employment consideration such as Federal Employment history, US military service, and additional personal information

33. Verify your **Personal Information**, confirming it to be accurate, including your **Country of Citizenship**.
34. In the **Federal Civilian Employee** section, identify if you were/are a previous Federal Employee, a previous FBI Employee, a current Federal Employee, and/or a current FBI Employee. Also select your **Clearance Level** from the dropdown menu.
35. Complete the **US Military Service** section as applicable. If you did no/are not serving in the military, select **Not a Veteran** from the dropdown menu next to **Military Status**.
36. In the **Location Preferences** section, select your top three location preferences (if applicable).

Complete Submission
Security Specialist, GS 9/11, Detroit Field Office (All US Citizens)

Step 7 of 9: Additional Information - Personal Information

The information you enter will be used for Federal employment considerations. Indicate if you are or were ever a Federal Civilian employee and the highest grade and tenure you have held. If you are claiming Veterans' Preference, you must meet the following requirements: 38 USC 5824(a)(1)(A), 5 USC 5302, 5 CFR 2635.102.

Personal Information

Gender: Male
 *Date of Birth: 08/21/2001
 *Birth Country: United States
 *Birth State: Louisiana
 *Birth City: ALBANY
 *Are you a U.S. Citizen?: Yes
 *Do you have Dual Citizenship?: Yes
 *SSN: [Redacted]

*Note: Entered SSN is on file, if you know it to be incorrect please contact your recruiter.

Country of Citizenship
 1 United States

Complete Submission
Security Specialist, GS 9/11, Detroit Field Office (All US Citizens)

Federal Preferences

Federal Civilian Employee

Previous Federal Employee: No
 Previous FBI Employee: No
 Current Federal Employee: No
 Current FBI Employee: No
 Clearance Level: [Dropdown]

US Military Service

Veterans' Preference: None
 Reserve Category: [Dropdown]
 Uniformed Service: [Dropdown]
 Military Grade: [Dropdown]
 Military Separation Status: [Dropdown]
 Military Service Start Date: [Date Picker]
 Military Service End Date: [Date Picker]
 Military Status: Not a Veteran

36 Location Preferences

First Location Preference: [Dropdown]
 Second Location Preference: [Dropdown]
 Third Location Preference: [Dropdown]

Provide Additional Information (cont'd)

37. In the **US Military Service** section, select **Add US Military Service** if you have served.
38. If applicable, select the microscope icon to search for the **Service Branch** you served with.
39. Select your branch by clicking it.
40. Select the **Done** button.

*Note: If you served with multiple branches, hit the **Plus** button and repeat Steps 37 and 40.*

41. In the **US Military Service** section, select **Add Military Rank** if you have served.
42. If applicable, select the microscope icon to search for your Highest Rank.
43. Select your rank by clicking on it.
44. Select the **Done** button.
45. Select the **Next** button to continue your application.

Content Item ID T1	Description T1
MIL000000001	US Air Force
MIL000000002	US Army
MIL000000003	US Navy
MIL000000004	US Coast Guard
MIL000000005	US Marine Corps
MIL000000006	US Army Reserve
MIL000000007	US Navy Reserve
MIL000000008	US Marine Corps Reserve
MIL000000009	US Air Force Reserve

Content Item ID T1	Description T1
AF000000001	E-1 Airman Basic
AF000000002	E-2 Airman
AF000000003	E-3 Airman First Class
AF000000004	E-4 Sergeant
AF000000005	E-4 Senior Airman
AF000000006	E-5 Staff Sergeant
AF000000007	E-6 Technical Sergeant
AF000000008	E-7 Master Sergeant
AF000000009	E-7 Master Sergeant (note diamond)

Provide Additional Information (cont'd)

46. In the **Referrals** section, select an option from the **How Did You Learn of This Opportunity** drop-down.
47. If no follow-up questions appear, select **Next** to continue with your application. If they do, continue below for instructions. When completed, select **Next**.

*Note: The options that should result in follow-up questions are **FBI Employee Referral**, **Other Advertisement**, **Other Job Sites**, **Recruiter**, **Recruiting Event** and **Social Media**.*

48. If you selected **FBI Employee Referral**, type the Name of the Referring Employee, their Email Address, and select whether they are a family member.
49. If you selected **Other Advertisement**, select the source of the ad.
50. If you selected **Other Job Sites**, select the job site, if listed. If not, change your response to **Other**.
51. If you selected **Recruiter**, type the **Name of Referring Employee**, their email address, and whether they are a family member.
52. If you selected **Recruiting Event**, select the **Month**, **Year**, and **Location** of the event. Then, select **Search** and the event that matches the event you attended by clicking **No** and flipping it to **Yes**.
53. If you selected **Social Media**, select the social media platform you found this job opportunity at, if listed. If not, change your response to **Other**.

Complete Submission
Security Specialist, GS 9/11, Detroit Field Office (All US Citizens)

2 Frequency Complete
3 Resume Complete
4 Online Questionnaire Complete

Step 7 of 9: Additional Information - How did you find out about us?

Referrals

How did you learn of this opportunity?

Save as Draft | < Previous | Next >

Referrals

*How did you learn of this opportunity? FBI Employee Referral

*Name of Referring Employee

Email Address

Is referring employee a family member? No

Referrals

*How did you learn of this opportunity? Other Advertisement

*SubSource

- Billboard
- Online Video Ad
- Print Ad
- Streaming Radio Ad

Referrals

*How did you learn of this opportunity? Other Job Sites

*SubSource

- CareerBuilder
- Clearance Jobs
- GetWork
- Glassdoor
- Monster
- Other Job Site
- SimplyHired
- ZipRecruiter

Referrals

*How did you learn of this opportunity? Recruiter

*Name of Referring Employee

Email Address

Is referring employee a family member? No

Referrals

*How did you learn of this opportunity? Recruiting Event

*SubSource

Recruiting Event

Select the month, year, and location in which your recruiting event occurred. Then click search and select the event you attended.

Month: 04 - April
Year: 2018
Location: Illinois

Search

Select	Event Name	Start Date	End Date	Location
<input type="checkbox"/>	University of Illinois Urbana-Champaign Job Fair	04/10/2018	04/10/2018	IL
<input type="checkbox"/>	ExecuVets Military Hiring Event	04/20/2018	04/21/2018	IL

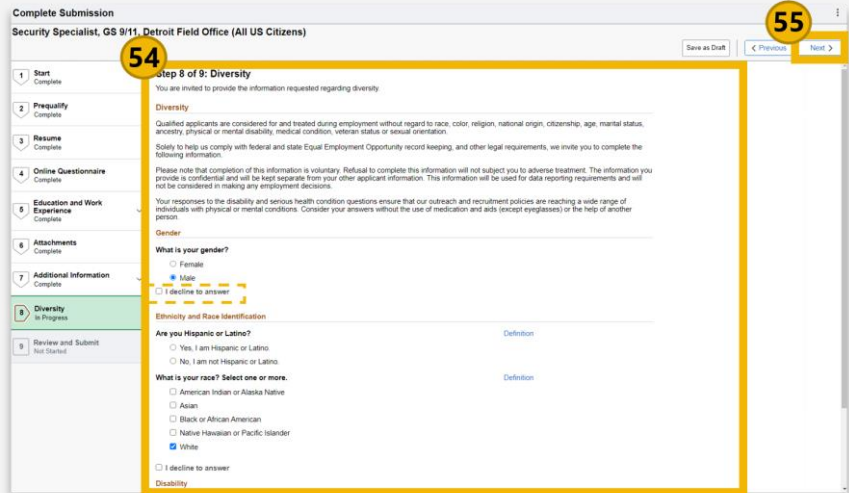
Referrals

*How did you learn of this opportunity? Social Media

*SubSource

Provide Diversity Information

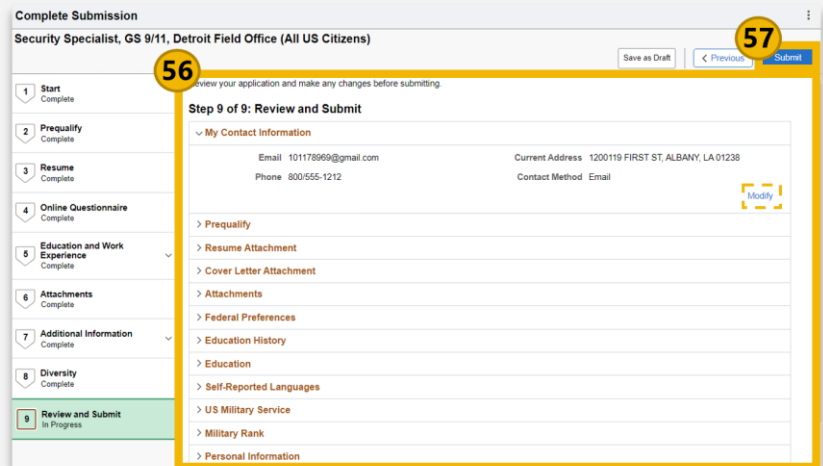
54. You are invited to self-identify your gender, ethnicity and race information, and disability status. If you wish to do so, make the appropriate selections in the **Diversity** section. If you chose not to provide these details, select the **I decline to answer** checkbox(s).
55. Select the **Next** button to continue your application.



Review and Submit Application

56. Review your complete application. Select on the section title to review your responses. Select the **Modify** link to edit a response.

Important Note: Your responses cannot be edited once you submit your application. After submission, you would have to withdraw your application and reapply to make changes.



57. Select the **Submit** button to submit your completed application.
58. Review the **Application Confirmation** message to learn about the status of your preliminary screening and next steps for your application.
59. Select the **Careers** link to navigate back to the **Careers Homepage**.

