

U.S. OFFICE OF PERSONNEL MANAGEMENT PRESIDENTIAL MANAGEMENT INTERN APPLICATION – OPM FORM 1300

INSTRUCTIONS:

The Presidential Management Intern (PMI) Application (OPM Form 1300) is a scan form to be used by applicants when applying for the PMI Program. This cover sheet provides the instructions for completing the OPM Form 1300, and information on the Privacy Act and Public Burden Statements. The instructions will be repeated in case this cover sheet becomes separated. This scan form is made up of 5 pages total. When submitting the completed OPM Form 1300, **do not** include this cover page. **NOTE:** It is highly recommended that applicants review the PMI application booklet and/or the "How to Apply" page at the PMI web site (<http://www.pmi.opm.gov>).

- For optimum accuracy, it is recommended that characters be written in block style.
 - Do not write on or outside the boxes. Do not staple this form.
 - Do not use special characters.
 - PRINT your responses in the boxes, lines, and/or blacken in the appropriate ovals.
 - Use black ink – fine felt tip recommended. Do not use pencil or colored ink.
 - You may obtain an electronic copy of this form on <http://www.opm.gov/forms>.
 - Items marked with " * " are required for final submission.
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PRIVACY ACT STATEMENT

Executive Order 12364, Presidential Management Intern Program, authorizes solicitation of this information, which will be used primarily to select Finalists for participation in the Program. The information may also be used to publicize your selection for and participation in the Program, and may also be furnished to the agency wherein employed in hard copy and electronic formats. Names and home addresses may be released in hard copy and electronic formats to other PMI Program participants such as Federal agencies and alumni to foster interaction and communications.

We must have your Social Security Number (SSN) to identify your records because other people may have the same name and birthdate. The OPM may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. We request your SSN under the authority of Public Law 104-134 (April 26, 1996). This law requires that any person doing business with the Federal government furnish an SSN or tax identification number. This is an amendment to title 31, Section 7701.

The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you. Information we have about you may also be given to Federal, State and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job. Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request. In addition, incomplete addresses and Zip Code(s) will slow processing.

We may confirm information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals.

PUBLIC BURDEN STATEMENT

We estimate the public reporting burden for this collection will be approximately 2 hours for completing this application, including time for reviewing instructions, gathering data, and completing and reviewing the application. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to: U.S. Office of Personnel Management, Forms Officer (3206-0082), Washington, DC 20415-7900. The OMB number, 3206-0082, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed. **Do not send completed application forms to this address.**