NSA Application 2017

Attention Juniors
National Security Agency

Due
10/23/2017
NSA Application 2017

Step 1 of the 2 Step Process

*Paper Packet & Online Application must be completed*

Complete the packet in its entirety before returning to Ms. McKay

Incomplete packets will disqualify you from the application process

Questions, jmckay@aacps.org

DUE NO LATER THAN 10/23/17
NSA Application

How To Apply:

1. Part One: Complete Online Application
   a. Before you go online, create a resume and be sure you know your social security number
   b. Go to www.nsa.gov
   c. Highlight Careers and select Job Search/Apply on Line

   d. Select High School Work Study Program (Job ID: 1050117)

   e. Read all the information and then select Apply Now

   f. Create a User Name and Password (You will need this again later so please do not forget it)

   g. Using your resume follow the screens filling in the required information

   h. Be sure to answer all questions
NSA Application

September 27, 2017

Dear Severna Park Junior:

Here is your application packet for NSA Work Experience Employment during your Senior Year. Please read this entire sheet very carefully before applying. Once you have completed your application, you will turn in your completed packet to Ms. McKay before Tuesday October 23, 2017. I will be starting to collect packets during 1st and 2nd period on October 16th. Please do not leave your packet with anyone other than Ms. McKay. If you have any questions or need to see me in person, email me at jmckay@aacps.org and we will set up a time to meet.

Positions available for Work Study Students are the following:

Office Assistant- Type, file, maintain records, answer phones and operate business equipment such as word processors and personal computers. Applicant must complete a minimum of one business or non-technical computer course (See enclosed Qualified Business/Computer Classes form). This will be verified on the transcript at the end of the junior year.

Computer Aide - Operate our data processing equipment, often the most sophisticated equipment on the market. These positions are geared towards those students who are in STEM focused courses or have completed the required technical computer courses (such as Computer Science, Visual Basic, Java, Web Page Design, Intro to Engineering and Programming C++, etc.) by the end of their junior year of high school. This will be verified on the transcript at the end of the junior year.

Before you apply you must meet the following criteria:

✓ Successfully completed the required course work prior to your senior year, and take part in the work study program during your senior school year.
✓ Have a minimum unweighted GPA of 2.5 (this will include all course work on your official transcript) and if selected into the program, you must maintain a minimum unweighted GPA of 2.5 through junior and senior year. Report cards will need to be submitted after each marking period during your senior year.
✓ Must be 16 years of age to begin the program. You can apply before the age of 16.
✓ Must be a US Citizen
✓ Be able to work a minimum of 4 hours a day Monday thru Friday. You must be able to report between the hours of 10:30-12:30, this means you may not have a 3rd period class.
✓ Must have your own reliable transportation. You need to get your learner’s permit prior to December 1, 2017 to eligible to take you driver’s license test by September 1, 2018.

Please remember that this is an extensive process. This is also a very competitive program and you should keep your grades up, work on your interview skills and be very interested in the program throughout the process. Final selections will not be made unit August 2018 and only 1 in 3 applicants receive placement into the NSA Work Experience Program.
NSA Application

2. Part Two: Turn in the following documents in a manila folder with your first and last name on the tab. This is due no later than Tuesday October 21, 2014. Once I have double checked everyone’s forms I will hand deliver them to NSA. Online applications must be submitted and hardcopy materials postmarked by October 31st. Applications received after the deadline, as well as incomplete packets, will not be considered.
   a. Resume must indicate whether applying for Office Assistant or Computer Aid and list relevant course(s) taken. Please see enclosed list of qualified courses.
   b. One Teacher Recommendation Form completed and signed by a core teacher from either Freshmen or Sophomore Year.
   c. One Student Evaluation Form. It is your responsibility to get this filled out and signed by an Administrator / Counselor)
   d. Official Transcript (fill out a transcript request form and submit to guidance)

You will receive an E-Mail from NSA if you have turned everything in. Please remember unless you receive an E-Mail, you have not officially completed your application.

Packets are due to Ms. McKay by Tuesday October 23, 2017. If you need any help at all, I will be available 1st and 2nd periods and by appointment. Please email me to set up a date and time. jmckay@aacps.org

NSA is looking for the Best of the Best!!!

Welcome to NSA/CSS
**Frequently Asked Questions**

What if I sign up but later decide that I do not want to work for NSA?  
There is no obligation on your part. You may withdraw your application at any time. But, if you do not sign up now, there will not be an opportunity so sign up at a later date.

Do I have to enroll in an Internship/Work-Based Learning class when we complete registration for next year?  
YES! NSA will be spending thousands of dollars doing a background investigation so they can give you a security clearance. We have to report to NSA the students who have registered for an Internship/Work-Based Learning. If they see that you have not registered for the program, they will interpret this as a lack of interest on your part and will stop processing you as a future employee.

How many classes will I take in my senior year?  
You are required to take at least four classes. - Typically, a 1st and 2nd period class each day.

What course do I need to take this year to qualify for NSA?  
You must be in a relevant course your junior year to qualify for an NSA interview. Please see the attached list.  
(It can be a full or half year course either semester will qualify.)

Are Internships “early release”?  
No, it is not the same. Early release does NOT look good on your college resume! You do not receive high school credit for early release, nor does it show initiative to set you apart from other college applicants. You receive one credit for your internship/WBL experience even though it is not a classroom course. Being enrolled in an Internship/WBL program allows you the opportunity to leave school early and earn credit.

Do I have to provide my own transportation to work?  
Yes.

Can I participate in sports or other after school activities and work at NSA at the same time?  
No. NSA expects you to be at work in the afternoons. Typically, students will be working Monday through Friday from Noon until 4 pm.

Can I enroll in an Internship/WBL program even if I do not qualify for NSA?  
Yes. There are wonderful opportunities available throughout our business community.

Who can I contact for more information?  
You can see Ms. McKay in room C-210 on A-day mornings. Or send emails to jmckay@aacps.org
NSA High School Work Study Coordinator Contact Information Sheet

School Name: Severna Park High School

School Year: 2018-19 yr.

POC/Coordinator Name: Jill McKay

Phone Number: 410-544-0900
Call 443-679-6207

Fax Number: ________________

Email Address: JMcKaye@aacps.org

Preferred Mailing Address (please include the School’s County):

60 Robinson Road, Severna Park, Md. 21146

Required Courses for Student’s Junior Year (if applicable):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Required Courses for Student’s Senior Year (if applicable):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Any additional information NSA should know:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
NSA HIGH SCHOOL WORK STUDY APPLICANT
STUDENT EVALUATION:
**To be completed by the school’s Administration Department**

NAME: ________________________________

Please complete **ALL** of the following sections:

**ATTENDANCE** (Absences):

<table>
<thead>
<tr>
<th>Ninth Grade:</th>
<th>Tenth Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Perfect attendance ___</td>
<td>___ Perfect attendance ___</td>
</tr>
<tr>
<td>___ 1-5 Days ___</td>
<td>___ 1-5 Days ___</td>
</tr>
<tr>
<td>___ 6-10 Days ___</td>
<td>___ 6-10 Days ___</td>
</tr>
<tr>
<td>___ 11 or more ___</td>
<td>___ 11 or more ___</td>
</tr>
</tbody>
</table>

**DISCIPLINARY ISSUES** *(Has the student ever received/been)*:

Yes/No Detention- If yes- How many: _____ Why: ________________________________

Yes/No Referral- If yes- How many: _____ Why: ________________________________

Yes/No Suspended- If yes- How many: _____ Why: ________________________________

Yes/No Expelled- If yes- How many: _____ Why: ________________________________

**PERSONAL INTERACTION** *(Have you had personal contact with this student)*: Yes/ No

If Yes, in what capacity (behavior, extracurricular, school presentation)? ________________________________

**HIGH SCHOOL COMPLETER PROGRAM** *(select the best one(s) that apply)*:

___ CAREER (SPECIFICALLY BUSINESS)
___ CAREER (ANYTHING OTHER THAN BUSINESS)
___ CHILD DEVELOPMENT
___ COLLEGE
___ INTERNATIONAL BACCALAUREATE
___ STEM
___ TECHNOLOGY
___ WORLD LANGUAGE
___ OTHER (SPECIFY) ________________________________

Completed by (Print Name): __________________________________________

Revised 8/20/2012
NSA HIGH SCHOOL WORK STUDY APPLICANT
Teacher Recommendation

STUDENT'S NAME: ____________________________

Please complete ALL of the following sections:

TEAMING WITH OTHERS:
___ Always works well with others
___ Sometimes works well with others

DEPENDABILITY:
___ Always dependable
___ Sometimes dependable

JUDGMENT:
___ Always makes the right decision
___ Sometimes makes the right decision

COMMUNICATION SKILLS:
(VERBAL/WRITTEN)
___ Very Good
___ Average

ABILITY TO LEARN:
___ Learns quickly
___ Average in learning

QUALITY OF WORK:
___ Excellent
___ Very Good

ATTITUDE TOWARDS SCHOOL WORK:
___ Outstanding in enthusiasm
___ Very interested and industrious
___ Average in diligence and interest

OVERALL PERFORMANCE:
___ Excellent
___ Very Good
___ Average

RECOMMEND FOR EMPLOYMENT (required explanation). Please complete the following section. We are looking for at least one paragraph, but no more than two:


______ Highly Recommend  ______ Recommend  ______ Non-Recommend

EVALUATOR'S NAME: ________________________________

EVALUATOR'S SIGNATURE: ____________________________

YEAR TAKEN (CIRCLE ONE): FRESHMEN  SOPHOMORE

SUBJECT (MUST CIRCLE ONE): ENGLISH  HISTORY  MATH  SCIENCE

Revised 7/7/14
Transcript/Records Request

Please allow 10 school days for processing. Payment must accompany request form. Cash or Money Order only.

Name (at time of graduation or withdrawal):

Date of Birth: ___________________ Year of graduation or withdrawal: ______________

Phone Number: ___________________ Email Address: ___________________

☐ Transcript Request ($2 per transcript)

☐ Records Request: ___ immunization ($2 per record)

☐ IEP/504 ($0.25 per page)

☐ cumulative file ($0.25 per page). Please specify: ______________________

________________________________________________________________________

Student Signature ____________________ Date ________ Parent Signature (for current students) __ Date __________

Records to be (please check one):

☐ Hand carried (picked up in the Counseling Center)

☐ Mailed to address(es) listed below

College/University/Organization ______ Deadline Date ______ Address __________ 

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please complete if records are to be picked up by a third party:

I __________________ authorize these records to be picked up by ____________________________

(Student Name) ___________ (Print Name) ___________

This form may be mailed to the SPHS Counseling Center. Please be sure to enclose proper payment.

Severna Park High School Registrar • 60 Robinson Road • Severna Park, MD 21146

For Office Use Only:

Date Received: ______________ Date Processed: ______________ Amount Paid: $ ____________________
Work Study Program
Qualified Business/Computer Classes

Notes: Students must successfully complete at least one business class prior to completion of their junior year. The class must be from the list below and noted on the student transcript as either completed or work in progress. Although only one business class is required, additional business classes are looked upon favorably and will make the student more competitive to the agency when making their final hiring decisions. NSA Suggestion: 2 or more Business Classes.

Qualifying classes for Office Aid position:

Q01 Accounting 1
Q02 Accounting 2
Q03 Accounting 3
Q40 Honors Administration Services Management
Q50 Introduction to Microsoft Office (Formally called Software Applications)
Q53 Business Finance - Software
Q64 Microsoft Office Applications (Excel/Access)
Q65 Computer Skills for Academic Success
Q71 Microsoft Office Applications (Word/PowerPoint)
Q77 Web Page Design
Q78 Advanced Web Page Design I
Q79 Advanced Web Page Design 2
Q55 Network Systems Administration 1 (CAT-N Center)
Q56 Network Systems Administration 2 (CAT-N Center)

Qualifying classes for Computer Aid position:

Notes: Computer Aid positions are very competitive. It is suggested that students successfully complete a minimum of 4 to 5 qualifying courses and have them noted on their transcript as either completed or work in progress.

Q53 Honors Visual Basic 1
Q54 Honors Visual Basic 2
Q77 Web Page Design
Q78 Advanced Web Page Design I
Q79 Honors Advanced Web Page Design 2
R05 Computer Science Publishing
R10 Honors Database Design/Programming
R11 Honors Database Application Development
R18 Honors Computer Science Programming -- Java
R06 Foundations of Computer Science
R04 AP Computer Science Principles
R20 AP Computer Science A
R21 Computer Science A/B Data
R22 C++ with Gaming
M09 Advanced Technology Systems
M13 Technology Design 1
M14 Technology 2
M16 Introduction to Robotics
M25 Honors Principles of Engineering
M26 Honors Engineering Design
M27 Honors Digital Electronics
M28 Honors Computer Integrated Manufacturing
M30 Honors Aerospace Engineering
M32 Technology of Flight
M44 Honors Engineering Design and Development
M49 Honors Civil Engineering and Architecture
T59 IT Networking Academy (Cisco) - (CAT-N or CAT-S Centers)

National Security Agency Approval: [Signature]
Date: 2/1/10
National Security Agency’s
High School Work Study Program (HSWS)
Student Agreement Form

If selected to continue processing for a position in the NSA HSWS program, I,

understand and agree to the following terms and conditions:

- MUST complete and mail all Security forms to the HSWS Program Manager within seven calendar days of receipt of the forms. If my forms are not postmarked by seven calendar days, and completed online, NSA may not accept my forms and my processing may be discontinued.
- The processing time for this program can be extensive and, if given a Conditional Job Offer (CJO), I will be required to take a polygraph and psychological examination, and understand I will also have a background investigation conducted. A CJO does not mean I have been selected to participate in the HSWS Program.
- MUST be eligible for a security clearance to work at NSA.
- Even if I am eligible for a security clearance, that does NOT guarantee me a position in the HSWS program.
- If I am required to submit any additional documentation during my processing, I understand that, if no specific deadline is given, I only have one week to provide the documentation or my processing may be discontinued.
- Final selections for the program will not be made until mid July. I know I will be notified about my selection/non-selection no later than end July.
- Selection for a position in the HSWS program is NOT guaranteed.
- Applicants who apply for an Office Assistant or Computer Aide position are not guaranteed to be placed in the area they select. The HSWS Program Manager will review their application materials (to include their resume and transcript) and will make the final determination as to which position best utilizes the applicant’s skills.

If selected as a participant in the NSA HSWS program, I understand and agree to the following terms and conditions for the program:

- MUST work a minimum of four hours a day, five days a week, Monday-Friday.
- MUST arrive at work everyday between the hours of 10:30am-12:30 pm, with core working hours from 12:30 pm-2:30 pm.
- MUST work a minimum of 20 hours and no more than 32 hours each week.
- MUST take Annual or Credit leave to participate in any school related activities (to include class projects, field trips, exams, homecoming and graduation related activities, etc). If I am absent from school, I understand that I must also be absent from work and take leave.
- MUST maintain an UNWEIGHTED 2.5 GPA per quarter throughout my participation in the program and will provide quarterly report cards to the NSA HSWS Program Manager.
- MUST meet my high schools’ requirement for participation in a school-sponsored work experience/release program during my senior year.
- MUST have reliable transportation to and from work.
UNCLASSIFIED//FOR OFFICIAL USE ONLY

Additional information regarding participation in the NSA HSWS program:

- **EXTRACURRICULAR ACTIVITIES:** The NSA HSWS Program does not mind if you participate in extracurricular activities, **however**, you **MUST** adhere to the program requirements (i.e., work four hours a day, Monday-Friday and report to work between the hours of 10:30am-12:30pm). You **MUST** work your outside activities around the requirements for participation in the NSA HSWS Program. As long as you are working your **REQUIRED** work schedule, you are more than welcome to participate in extracurricular activities.

- **LOCATION:** We have several locations where you could be stationed to work (Headquarters or National Business Park at Fort Meade or PANX, near the airport). If given a Final Job Offer, you are more than welcome to request the location you would prefer to work, however, we **CANNOT** guarantee that you will be stationed at your requested location.

- **INCLEMENT WEATHER:** 1) Students are **NOT** required to report to work when school is closed all day due to inclement weather; Administrative Leave is granted. 2) If schools are under a delayed opening due to inclement weather, students are required to report to work and work their regularly scheduled workday or use their Annual or Credit leave (more information on this below). 3) If schools close early due to inclement weather after the students assigned report time, then the student is required to report to work or use their leave. 4) If school is closed for a teachers meeting or holiday and NSA is open (i.e., the day after Thanksgiving and the week between Christmas and New Years), participants are required to report to work or take their leave.

- **LEAVE WITHOUT PAY (LWOP):** A HSWS earns one hour of Annual and one hour of Sick Leave for every 20 hours worked. If you need to take off of work for ANY reason, you **MUST** use some form of leave (the form of leave will depend on the reason you are taking off: if you are sick, you can use sick leave; for any other reason you must use Annual or Credit leave). LWOP will **ONLY** be granted to HSWS's for extenuating circumstances. It is your responsibility to manage your leave so that you have enough leave to take off when necessary. Annual and Credit Leave must be requested in advance and approved by your supervisor.

- **CREDIT HOURS:** Credit hours are another form of leave (very similar to Annual leave) and must be earned before you can take them. Credit hours **MUST** be approved by your supervisor and are earned by working over the number of hours you are regularly scheduled to work. The number of credit hours you can earn and carry from pay period to pay period is based on the total number of hours you are scheduled to work within a pay period (1/4 the total number worked). If you work more credit hours than you are allowed to carry over, you must use those additional hours by the end of the pay period, or you will lose them.

- **OPPORTUNITIES FOR EMPLOYMENT:** 1) HSWS's are **ONLY** guaranteed employment through late-August. 2) There is **NO GUARANTEE** of permanent full-time or part-time employment after completing the work-study program year. Should permanent vacancies exist, every effort will be made to place those students who desire permanent employment.

****IF I DO NOT FOLLOW ALL OF THE TERMS AND CONDITIONS OF THE HSWS PROGRAM (WHICH INCLUDE, BUT ARE NOT LIMITED TO THE ABOVE REFERENCED TERMS AND CONDITIONS), OR MY PERSONAL CONDUCT WARRANTS SUCH ACTION, I UNDERSTAND THAT I MAY BE TERMINATED FROM THE HIGH SCHOOL WORK STUDY PROGRAM AT ANY TIME.****

I have read, understand, and agree to all of the above terms, conditions, and requirements for the NSA HSWS Program.

Student Signature: ___________________________ Date: ___________________________
UNCLASSIFIED//FOR OFFICIAL USE ONLY

SAMPLE RESUME

123 Sample Address
Sample City, MD 12345
(410) 123-4567 (h)
(410) 987-6543 (c)
E-mail Address (one checked frequently)
SSN: 123-45-6789

John A. Doe

**Objective:**
What do you expect to obtain from the work experience in the High School Work Study Program at the National Security Agency.

**Education:**
Name of High School
Graduation Date (month/year)

**Area of Interest:** Choose one: Office Assistant; Computer Aide (For Computer Aide: include in the relevant courses section the three technical computer courses you have taken or will complete by the end of your junior year); Vo-Tech/Model Shop

**Relevant Courses:**
List **ALL** relevant courses that pertain to your area of interest (Business, Computer, Office Technology, Keyboarding, Vo-Tech)

**Work Experience:**
List **ANY** work experience (paid and unpaid)

**Computer Skills:**
Self-explanatory

**Extracurricular Activities:**
Self Explanatory

**Honors:**
Self Explanatory

UNCLASSIFIED//FOR OFFICIAL USE ONLY