

# Student Employment Program

## **STEP**

Job opportunities under the Student Temporary Employment Program (STEP) offer you temporary employment. Employment can range from summer jobs to positions that can last for as long as you are a student. These employment opportunities need not necessarily be related to your academic field of study. It is available to all levels of students: high school, vocational and technical, associate degree, baccalaureate degree, graduate degree, and professional degree students.

Student appointments are different in that they do not have an hour limitation, like our regular temporary appointments. If you believe you are eligible, please submit the application packet listed below to the supervisor who is interested in hiring you.

## **SCEP**

The Student Career Experience Program (SCEP) component offers you valuable work experience directly related to your academic field of study. It provides formal periods of work and study while you are attending school. It requires a commitment by you, your school, and the employing Federal agency. You may be eligible for permanent employment under this component after successfully completing your education and meeting work requirements.

You will need to provide the following information if you wish to be considered for a Student Appointment:

- OF-612, resume or other form of application.
- OF-306, Declaration of Federal Employment.
- A copy of your official transcripts.
- The Student Pre-Employment Eligibility Form (attached).

Mail to: **National Park Service**

Please place your address here

**Student Employment Program  
PRE-EMPLOYMENT ELIGIBILITY FORM**

\*\*\*This form must be completed and returned to the supervisor and must be approved by the Employment Officer (Human Resources) before you can start work.\*\*\*

**SECTION I - To Be Completed by STUDENT**

STUDENT'S NAME (Please print): \_\_\_\_\_

I certify that: 1) I am a U.S. citizen or a national (resident of American Samoa or Swains Island). 2) I am enrolled or have been accepted for enrollment at an accredited institution as a degree-seeking student. Please attach most recent transcript which includes grades. 3) My cumulative GPA from the most recent semester/quarter is at least a 2.0 on a 4.0 scale. 4) I intend to return to school within 8 (eight) months of signing this form.

The type of degree/certificate/diploma to be obtained is \_\_\_\_\_

The program completion date is projected to be \_\_\_\_\_

The school I attend operates on a \_\_\_\_ Quarter/ \_\_\_\_ Semester (check one) basis.

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Address of School

\_\_\_\_\_  
Date Attendance Began and/or Begins

\_\_\_\_\_  
Date Available for Work

\_\_\_\_ I am at least 18 (for field-going positions) or will be by \_\_\_\_\_  
--OR--

\_\_\_\_ I am 16 (for office positions) or will be by \_\_\_\_\_

\_\_\_\_ My completed application is attached.                      \_\_\_\_ My completed & signed OF-306 form is attached.

\_\_\_\_ I have completed the education level indicated on the reverse of this form.                      \_\_\_\_ Current transcript(s) is attached.

***I understand that in order for me to continue meeting the definition of student in accordance with 5 CFR 213.3202, I must continue meeting all of the criteria in Section I above. When I no longer meet the definition of student, thus eligibility for the SCEP or STEP, my employment under this appointment will be terminated. If SCEP, upon completion of academic requirements, I may be converted to a permanent position within 120 days, if not converted at the end of 120 days then I will be separated.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

**SECTION 2 - To Be Completed by ADVISOR/COUNSELOR/REGISTRAR**

Is student in good standing with the school? (Not on academic probation):      YES \_\_\_\_\_      NO \_\_\_\_\_

Does student have a GPA of at least 2.0 or higher?      YES \_\_\_\_\_ (if yes, latest GPA: \_\_\_\_\_)      NO \_\_\_\_\_

Is student enrolled at least half-time?      YES \_\_\_\_\_      NO \_\_\_\_\_

\_\_\_\_\_  
Advisor/Counselor/Registrar (Printed, Signature and Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

**SECTION 3 - To Be Completed by SELECTING OFFICIAL**

\_\_\_\_\_  
Selecting Official Name (Printed and Signature)

\_\_\_\_\_  
Date

**APPOINTMENT INFORMATION**

**NAME:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**CIRCLE** the code indicating your **HIGHEST** level of education attained at time form is completed.

- 01 NO formal education or some elementary school - did NOT complete.
- 02 Elementary school completed - (grade 8 or equivalent). NO HIGH school.
- 03 Some high school - (grade 9-12). DID NOT graduate.
- 04 High school graduate or certification of equivalency (GED).
- 05 Terminal occupational program - DID NOT complete.
- 06 Terminal occupational program - certification of completion, diploma, etc.
- 07 Some college - LESS than one year (less than 30 sem or 45 qtr hours).
- 08 ONE year of college (20-59 sem or 45-89 qtr hours).
- 09 TWO years of college (60-89 sem or 90-134 qtr hours) - NO degree.
- 10 Associate degree (2-year program).
- 11 THREE years of college (90-119 sem or 135-179 qtr hours).
- 12 FOUR years of college (120+ sem or 180+ qtr hours) - NO degree.
- 13 Bachelor's degree
- 14 Post-bachelor's degree
- 15 First Professional
- 16 Post-First Professional
- 17 Master's degree
- 18 Post-Master's degree
- 19 Sixth year degree
- 20 Post-Sixth year degree
- 21 Doctorate degree
- 22 Post-Doctorate

**IF** you circled one of the codes 6-22, **COMPLETE** the following information:

FIELD of STUDY: \_\_\_\_\_

TOTAL SEM/QTR CREDITS COMPLETED: \_\_\_\_\_

DEGREE: \_\_\_\_\_ YEAR OBTAINED: \_\_\_\_\_

OR

CERTIFICATE OF COMPLETION: \_\_\_\_\_ YEAR OBTAINED: \_\_\_\_\_

**CIRCLE** your status **PRIOR** to accepting this temporary appointment:

- 1A Military
- 2A University Employee
- 3A Student
- 4A Self Employed
- 5A Retirement
- 6A Foreign Country or Corp.
- 7A Private Industry
- 8A Unemployment
- 9A State or Local Government (NOT Federal)
- 1B Other (explain):

February 25, 2010

Lassen Volcanic National Park  
Human Resources  
PO Box 100  
Mineral, California  
96063

Dear Human Resources,

I am a student at \_\_\_\_\_ majoring in \_\_\_\_\_, and I am interest in working at Lassen Volcanic National Park during the summer season. I have completed \_\_\_\_\_ semester/ /quarter hours and my cumulative Grade Point Average is \_\_\_\_\_. My dates of availability for the summer season are \_\_\_\_\_. I have checked the boxes below indicating the types of jobs I'm interested in. Enclosed you will find my application and a photocopy of my most recent college transcripts as well as transcripts from other colleges that I have attended.

Sincerely,

John/Jane Doe  
PO Box 123  
Sacramento, California  
12345

- |  |   |
|--|---|
| <input type="checkbox"/> Park Guide              | <input type="checkbox"/> Visitor Use Assistant        |
| <input type="checkbox"/> Trail Laborer           | <input type="checkbox"/> Maintenance Worker           |
| <input type="checkbox"/> Forestry Aid/Technician | <input type="checkbox"/> Park Ranger (Interpretation) |
| <input type="checkbox"/> Biological Science Aid  | <input type="checkbox"/> Office Clerk                 |

## **GENERAL INFORMATION**

You may apply for most Federal jobs with a resume, the attached *Optional Application for Federal Employment* or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at **912-757-3000, TDD 912-744-2299**, by computer modem **912-757-3100**, or via the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees.)
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

## **THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

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## **PRIVACY ACT AND PUBLIC BURDEN STATEMENTS**

- The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.
- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.
- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.
- We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.
- We may also give information from your records to: 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; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency- appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.
- We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.
- Send your application to the agency announcing the vacancy.

# OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

<b>1</b> Job title in announcement	<b>2</b> Grade(s) applying for	<b>3</b> Announcement number
<b>4</b> Last name	First and middle names	<b>5</b> Social Security Number - -
<b>6</b> Mailing address		<b>7</b> Phone numbers (include area code)
City	State	ZIP Code
		-
		Daytime ( )
		Evening ( )

## WORK EXPERIENCE

**8** Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions/federal position descriptions.

1) Job title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number ( )
Describe your duties and accomplishments				

2) Job title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number ( )
Describe your duties and accomplishments				

9 May we contact your current supervisor?

YES

NO

è If we need to contact your current supervisor before making an offer, we will contact you first.

**EDUCATION**

10 Mark highest level completed.

Some HS

HS/GED

Associate

Bachelor

Master

Doctoral

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 Colleges and universities attended. **PLEASE ATTACH PHOTOCOPY OF TRANSCRIPTS.**

1)	Name			Total Credits Earned		Major(s)	Degree - (if any)	Year Received
	City	State	ZIP Code	Semester	Quarter			
			-					
2)			-					
3)			-					

**OTHER QUALIFICATIONS**

13 **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do not send documents unless requested.

**GENERAL**

14 Are you a U.S. citizen?

YES

NO

è Give the country of your citizenship.

15 Do you claim veterans' preference?

NO

YES

è Mark your claim of 5 or 10 points below.

5 points

è Attach your DD 214 or other proof.

10 points

è Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

16 Were you ever a Federal civilian employee?

NO

YES

è For highest civilian grade give:

Series      Grade      From (MM/YY)      To (MM/YY)

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO

YES

è If requested, attach SF 50 proof.

**APPLICANT CERTIFICATION**

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, 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 firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED

# OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

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<b>1</b> Job title in announcement	<b>2</b> Grade(s) applying for	<b>3</b> Announcement number
<b>4</b> Last name	First and middle names	<b>5</b> Social Security Number - -

## **WORK EXPERIENCE**

**8** Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions/federal position descriptions.

Job title (if Federal, include series and grade)

1)

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number ( )

Describe your duties and accomplishments