

# Student Employment Program 1/9/06

## **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):