

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

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):