

Student Summer Employment Application

Eldorado National Forest

Please be sure to:

- 1. Read and sign Program Guidelines, indicating what your current educational goal is.**
- 2. Attach your resume.**
- 3. Attach the most recent copy of your transcripts. Unofficial transcripts are acceptable.**
- 4. List all college courses taken to date in College Courses Completed form.**
- 5. List all volunteer or employment related work on the Employment History form.**
- 6. Postmark by deadline (March 20, 2009).**



United States
Department of
Agriculture

Forest
Service

Pacific Southwest
Region Five,
Human Resources
Employment
Center

USFS -Foxfield,
Human Resources
4503 W. Wm Barnes Ave.
Lancaster, CA 93536
(661) 723-2708 VOICE
(661) 723-2716 FAX

Student Temporary Employment Program Guidelines **Revised 04/03**

The primary reason for employing students in this program is to accomplish project work and at the same time provide an opportunity for students to explore careers in the Forest Service.

Students must be at least 16 years of age, and enrolled or accepted for enrollment to obtain a diploma, certificate, or degree. Students must take at least a half-time academic, vocational, or technical course load at an accredited high school, technical or vocational school, two or four year college or university, graduate, or professional school. The definition of half-time is the definition provided by the school in which the student is enrolled. Students must maintain a grade point average of 2.0 or higher.

Students are appointed to EXCEPTED positions. Appointments under this authority may continue as long as the individual meets the definition of a student. Once a student has completed the requirements for his/her degree/diploma/certificate, he/she is must be separated, as they no longer meet the definition of a student, even if the not to exceed date of their current appointment has not been reached. If enrolled or accepted in an additional educational program seeking another credential, they may be given a new student appointment.

Students may work full-time or part-time schedules at anytime during the year. It is not appropriate for students to have intermittent work schedules. The student's work schedule should not interfere with the student's academic schedule. Students needing to work fewer than 20 hours per week must obtain prior approval from their supervisor. When students are working on a full-time basis, overtime may be scheduled only to meet emergency conditions or under occasional special circumstances.

Pay rates are determined by the occupational series for which the student is hired. Students are entitled to holiday pay if the holiday is part of the regular tour of duty. Students are paid for the number of hours that they were scheduled to work on that day.

After one year of continuous employment, temporary students are eligible for health benefits. SCEP students are eligible for retirement, Thrift Savings Plan, health, and life insurance benefits, . Employee must pay their share of the premium. Students will accrue sick and annual leave.



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In order to document what the student is expected to do and advise the student on how well he/she is performing, supervisors may establish performance plans and conduct performance evaluations for student employees.

Student Employment Guidelines

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Two weeks after school grades are issued, students will be responsible for providing verification of grades to Personnel. Photocopies of grades are acceptable. Students whose semester or quarter grade point average falls below 2.0 may be placed in a probationary period for one applicable semester or quarter. Students' supervisor will be contacted immediately of probationary period. If student continues after one semester to maintain less than 2.0 GPA, student may be terminated from the program. Completion of the applicable probationary period with a 2.0 or higher grade point average constitutes students meeting eligibility requirements under the SCEP.

Students who discontinue their education or fall below part-time enrollment status will be terminated from the program. Changes in school enrollment status must be reported to Personnel immediately.

I HAVE READ THE GUIDELINES PROVIDED ME UNDER THE STUDENT TEMPORARY EMPLOYMENT PROGRAM. I *certify that I am seeking:*

- ___ *High school diploma or GED (171, Y1K, Sch B, 213.3202(a)-HS)*
- ___ *Technical/vocational certificate (171, Y2K, Sch B, 213.3202(a)-Voc/Tech)*
- ___ *Associate Degree (171, Y3K, Sch B, 213.3202 (a) - Assoc)*
- ___ *Bachelor Arts/Science Degree (171, Y4K, Sch B, 213.3202(a)-BA/BS)*
- ___ *Graduate/Professor (171, Y5K, Sch B, 213.3202(a)-Grad/Prof)*

Signature

Date

Employment History

Please list all employment or volunteer work specifically related to field work, outdoor recreation, natural resources, science or wildlife.

Employer/ Description of Employment	Hrs/Week	Start Date/End Date

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