

# Student Temporary Employment Program Western Federal Lands Highway Division

## Application Package Checklist

### Required Forms

- [OF 612](#) - Optional Application for Federal Employment. You may use a resume, but it must contain all information outlined in the OF 612. **Be very specific in the description of your paid and nonpaid work experience that relates to the job you are applying for. Describe your experience so the review panel receives a good understanding of the duties you performed.** Include starting and ending dates as well as the number of hours per week you worked. See reverse for complete information on what your application or resume must contain.
- [OF 612A](#) - Optional OF 612 Continuation Page
- [OF 306](#) - Declaration for Federal Employment
- [Student Agreement Form](#)

### Additional information *required* to process application package:

Also include:

- Letter of Good Standing (may be generated from kiosk, registrar's office or the Dean of Engineering)
- Current Transcripts (does not have to be an official copy)
- Copy of DD 214 if claiming veteran's preference. Include the DD 214 to claim 5 point preference. To claim 10 point preference, attach an SF 15, Application for 10-Point Veterans Preference, plus the proof required by that form (see [www.opm.gov](http://www.opm.gov) for more information)..

CONTINUE ON OTHER SIDE

# Here's what your resume or application must contain (in addition to specific information in the job vacancy announcement)

## JOB INFORMATION

- Announcement number**, and **title and grade** of the job you are applying for.

## PERSONAL INFORMATION

- Full name, mailing address (with *zip code*), day and evening phone numbers (with *area code*), and Social Security number.
- Country of Citizenship (*Most Federal permanent full-time jobs require United States citizenship.*)
- Veterans' preference (See [www.opm.gov](http://www.opm.gov))
- Reinstatement eligibility (*If requested, attach SF 50 proof of your career or career-conditional status.*)
- Highest Federal civilian grade held (*Also give job series and dates held.*)

## EDUCATION

- High School  
Name, city, and State (*zip code if known*)  
Date of diploma or GED
- Colleges or universities  
Name, city, and State (*zip code if known*)  
Majors  
Type and year of any degrees received (*If no degree, show total credits earned and indicate whether semester or quarter hours.*)
- Send a copy of your unofficial college transcript.

## WORK EXPERIENCE

- Give the following information for your paid and non-paid work experience related to the job you are applying for. (*Do not send position descriptions.*):  
Job title (*include series and grade if Federal job*)  
Duties and accomplishments  
Employer's name and address, Supervisor's name and phone number  
Starting and ending dates (*month, day, and year*)  
Hours per week  
Salary
- Indicate if we may contact your current supervisor

## OTHER QUALIFICATIONS

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