



Employment Opportunity Employment Opportunity

If you can answer **YES** to the following questions:



ARE YOU A STUDENT?

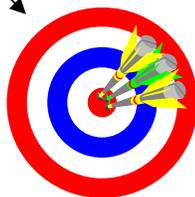
Need \$ for school?



Looking 4 experience?

ARE YOU AT LEAST 16 YEARS OLD?

We



Earn while you Learn!

The Fort Leonard Wood Civilian Personnel Advisory Center will be accepting resumes for potential positions on the installation. We are developing a pool of applicants which may be used to fill future positions. If you need additional information, or have questions please call for an appointment at 596-0927. We are located at 140 Replacement Ave., Bldg 470, suite 2205.

Student Education Employment Program Fact Sheet

- ✓ When Managers/Supervisors request student hire, applicants will be referred from our office.
- ✓ Students wishing to add their resume to the inventory **must submit their resume. Student verification information must be provided when requested.** The student verification should come from the school Registrars office. **NOTE: The student should be at least half time, degree (diploma, certificate, etc) seeking student,** unless on an official break.
- ✓ When you submit your information to our office, **fill out a Student Information Form.** We use this as a quick reference to refer candidates. **Your Student Information Form, resume and letter from the Registrars office should be mailed to Civilian Personnel Advisory Center, 140 Replacement Ave, Suite 2210, Fort Leonard Wood, MO 65473 or hand carried to Fort Leonard Wood, Bldg 470, Room 2205. For additional information you may call (573) 596-0927.**
- ✓ *Appointments may be made as temporary, not to exceed one year, and may be extended as long as eligibility requirements are met for the Student Temporary Employment Program (STEP). Student hire positions under the Student Career Education Program (SCEP) may be converted to term, career-conditional, or career employment upon completion of program requirements.*
- ✓ Appointments may be part-time (16-32 hours per week) or full-time (40 hours per week). There is no limitation on the number of hours you may work. Your work schedule should not interfere with your academic schedule.
- ✓ **Please specify any type of employment you are willing to take.** Candidates will be referred to managers by their choices of employment.
- ✓ Please ensure that the information we have on file is current and accurate. **Student verification information should be up-to-date at all times.**

FORT LEONARD WOOD'S
STUDENT EDUCATIONAL EMPLOYMENT PROGRAM

ATTENTION: ALL STUDENTS

SCHOOL AND WORK - A Rewarding Combination!

Gain valuable work experience...while you're still in school...and get paid for it!

The Federal Government has always looked to educational institutions to find people who have the skills needed to meet its future employment needs. That's why the Student Educational Employment Program was created - to attract talented students to Federal public service.

It's an opportunity to earn money and continue your education, to train with people who manage the day-to-day business of the national Government, and to combine your academic study with on-the-job experience.

The Student Educational Employment Program will introduce you to the advantages and challenges of working for the United States Government.

What is the Student Educational Employment Program?

The Student Educational Employment Program has two components student temporary employment and student career experience. It is available to all levels of students: vocational and technical, associate degree, baccalaureate degree, graduate degree, and professional degree students.

Student Temporary Employment Component

Job opportunities under this component 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.

Student Career Experience Component

This 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.

Program Features Under Both Components:

- Students may be employed year round.
- Flexible schedule of work assignments.
- Open to all students...high school seniors, under-graduate, graduate, and vocational/technical.

Eligibility Requirements

You are eligible under the Student Educational Employment Program if you are:

- A student enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.)
- At least the minimum age required by Federal, state or local laws and standards governing the employment of minors,
- Taking at least half-time academic or vocational and technical course load in an accredited technical or vocational school, 2-year or 4-year college or university, graduate or professional school, and
- A U.S. citizen or a national (resident of American Samoa or Swains Island). Non-citizens may be eligible for employment if: (1) permitted by a Federal agency's appropriation act, and (2) eligible to work under U.S. immigration laws.

U.S. citizenship is required for conversion to permanent employment under the Student Career Experience Component

Employment Outlook

"Highly competitive" and "talented" both describe the current and future employment needs of the Federal public service. Like the private sector, organizations throughout Government are undergoing streamlining and restructuring to become more efficient and less costly to operate. This means that fewer jobs are available in most industries, including Government. However, many Federal organizations and managers at Fort Leonard Wood are considering using the Student Educational Employment Program where the Federal government needs to provide critical services, maintain its technical expertise, and attract students who demonstrate the skills and abilities needed.

The Fort Leonard Wood Civilian Personnel Advisory Center (CPAC) is currently developing an inventory of student resumes for employment consideration by installation managers and supervisors. If you are interested in the Student Educational Employment Program, please refer to the attached Information Sheet and provide a completed Student Information Form, along with your resume, to the Civilian Personnel Advisory Center. You can speak with a CPAC

Advisor by calling for an appointment at 573-596-0927. The CPAC is located at 140 Replacement Ave., Bldg 470, Suite 2205, Fort Leonard Wood, Missouri.

Student Information Form

Name: _____ Student Type: _____
(College, Grad, High School)

Email: _____ US Citizen ___ Yes ___ No

Phone: _____ Cell: _____

School/Institution: _____

Major: _____ Minor: _____

Current Course Load: _____ (Credit Hours) Total Credits Completed: _____

Enrollment Status: ___ Full Time ___ Half Time

Course Schedule: _____

Type of work: _____

Words per Minute Typed _____ How Many Hours can you work a week? _____

Are you looking for ___ Full Time ___ Part Time ___ Intermittent

___ 3 Months ___ 6 Months ___ Summer only ___ Perm. ___ Temp.

What times are you available for work?

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Weekend _____

*Note: In order to qualify for a student hire position, you must be at lease a half time, degree-seeking student with verification of enrollment. Your resume will be held for 1 year after the date it was received. We will need a Current Resume, Unofficial Transcript, and Letter from Registrar stating enrollment status and the Student Information Form.

***This box for office use only.

Date Received: _____

SSN _____ DOB _____

Appt Type & NTE _____