

October 27, 2011

TEMPORARY HIRES

FACT SHEET

Information Regarding Summer Employment and Internships
with the US Army Corps of Engineers at Lake Shelbyville, Illinois

1. **STUDENT EDUCATIONAL EMPLOYMENT PROGRAM:** The Student Educational Employment Program (SEEP) is comprised of two components. The Student Temporary Employment Program (STEP) component is designed to provide individuals pursuing an education with temporary employment, but not necessarily in an occupation related to their field of study. The Student Career Experience Program (SCEP) is a planned, progressive, career-related student employment program and mandates that participants work in an occupation relating to their field of study.

2. **POSITION TITLES:** Three types of positions are available at Lake Shelbyville:

- a. Park Ranger: available through the Student Temporary Employment Program (STEP)
- b. Engineer Aid: available through the Student Temporary Employment Program (STEP)
- c. Maintenance Laborer (Wage Grade): available through the Student Temporary Employment Program (STEP)

These are paid positions that are available in limited quantity and are filled only at certain times of the year. We can often offer non-paid internships for students at other times of the year. These will be considered on a case-by-case basis.

3. **DUTIES/RESPONSIBILITIES:** Varied - depends on the work areas shown below. All may incorporate some aspects of planning, administration and contract inspection. Park Rangers Grade GS-2 and Wage Grade Laborers will generally perform the more labor-intensive aspects of the work in the categories below.

a. **ENVIRONMENTAL STEWARDSHIP/FORESTRY:** Timber inventory, cut brush, vegetative control at ponds, gate maintenance and other related duties in outlying areas.

b. **OUTREACH & INTERPRETIVE SERVICES:** Public relations, radio programs, develop and present interpretive programs to visitors and visitor center operation. May include backpack trail maintenance and repair.

c. **VISITOR ASSISTANCE/SAFETY:** Regulation enforcement, assisting visitors, boat usage, computer usage and operate visitor/employee safety programs. May include providing information to visitors in person and by phone, as well as, some administrative tasks.

d. **FACILITIES/GROUNDS MANAGEMENT:** Landscaping and grounds maintenance. Repair and maintenance of buildings and recreation facilities.

4. **STARTING SALARY:** (Based on January 2011 Information)

- a. Park Ranger/Engineer Aid, GS-2: \$10.95 per hour
- b. Park Ranger/Engineer Aid, GS-3: \$11.95 per hour
- c. Maintenance Laborer, WG-2: \$13.16 per hour
- d. Maintenance Laborer, WG-3: \$14.30 per hour

5. **QUALIFICATIONS NEEDED:** Must be at least 18 years of age and a half-time student in good standing (Grade Point Average at least 2.0) with his/her college, university, high school, vocational school or technical school pursuing a degree, diploma, certificate or similar document. While students majoring in fields related to the above types of work are desirable, no specific major is mandatory. We have had a variety of students over the years that have performed well for us with totally unrelated majors. We generally hire students at the GS-2 level. Half-time is defined as a class load of at least 6 semester credit hours per semester.

6. **STARTING/ENDING DATES:** There are no specific starting or ending dates for these positions. Positions are filled as workload, hours and funds are available. Employment during the summer typically runs from mid-May to early September.

7. **REQUIRED APPLICATION MATERIALS:** All applicants must submit either a Resume or an OF-612 (Optional Application for Federal Employment). We have the OF-612 available at this office and will be glad to mail them out. Applicants must also submit a transcript of their courses (a photocopy of an official transcript is acceptable) and a statement from their school, college or university that the applicant is a full or half time student.

8. **APPLICATION DEADLINE:** Applications must be received in the Administrative Office no later than 4:00 p.m. on February 1, 2012 in order to be considered an applicant for the summer of 2012.

9. **CONTACT PERSONS:** There are several different people to contact depending upon your particular field of interest. All can be reached at the following address and phone number:

U.S. Army Corps of Engineers, St. Louis District
Lake Shelbyville Project Office
R.R. 4, Box 128B / Route 16 East
Shelbyville, Illinois 62565
Phone (217) 774-3951

- a. General Information: Maria Shafer, Assistant Operations Manager
- b. Environmental Stewardship/Forestry: Lee Mitchell, Natural Resources Specialist
- c. Outreach/Partnership & Interpretive Services: Pam Doty, Natural Resources Specialist Ranger
- d. Visitor Assistance/Safety: Steve Summers, Park Ranger
- e. Facilities/Grounds Management: Jim Grabarczyk, Civil Engineer Technician
- f. Clerical/Administrative: Maria Shafer, Assistant Operations Manager

10. **OTHER INFORMATION:** There is no government housing available at Lake Shelbyville. Employees must arrange their own housing in the various towns in the area. There are usually a number of apartments available. Students have often shared housing to cut costs. We can often suggest contacts for housing.

General Information
Optional Application for Federal Employment – OF 612

You may apply for most Federal jobs with a résumé, an Optional Application for Federal Employment (OF 612), or other written format. If your résumé or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in black ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and job announcement number on each page.

- Information on Federal employment and the latest information about educational and training provisions are available at www.usajobs.gov or via interactive voice response system: (703) 724-1850 or TDD (978) 461-8404.
- Upon request from the employing Federal agency, you must provide documentation or proof that your degree(s) is from a school accredited by an accrediting body recognized by the Secretary, U.S. Department of Education, or that your education meets the other provisions outlined in the OPM Operating Manual. It will be your responsibility to secure the documentation that verifies that you attended and earned your degree(s) from this accredited institution(s) (e.g., official transcript). Federal agencies will verify your documentation.

For a list of postsecondary educational institutions and programs accredited by accrediting agencies and state approval agencies recognized by the U.S. Secretary of Education, refer to the U.S. Department of Education Office of Postsecondary Education website at <http://www.ope.ed.gov/accreditation/>.

For information on Educational and Training Provisions or Requirements, refer to the OPM Operating Manual available at <http://www.opm.gov/qualifications/SEC-II/s2-e4.asp>.

- If you served on active duty in the United States Military and were discharged or released from active duty in the armed forces under honorable conditions, you may be eligible for veterans' preference. To receive preference, if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law generally prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. Every employee must pay any valid delinquent debt or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact the office identified in the announcement.

How to Apply

1. **Review** the listing of current vacancies.
2. **Decide** which jobs, pay range, and locations interest you.
3. **Follow instructions** provided in the vacancy announcement including any additional forms that are required.
 - You may apply for most jobs with a resume, this form, or any other written format; **all applications must include the information requested in the vacancy announcement as well as information required for all applications for Federal employment** (see below):
 - The USAJOBS website features an online résumé builder. This is a free service that allows you to create a résumé, submit it electronically (for some vacancy announcements), and save it online for use in the future.

Certain information is required to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not include all the required information as specified below, the agency may not consider you for the vacancy. Help speed the selection process - submit a concise resume' or application and send only the required material.

Information required for all applications for Federal employment:

Job Vacancy Specifics

- Announcement number, title and grade(s) of the job you are applying for

Personal Information

- Full name, mailing address (with zip code) and day and evening phone numbers (with area code) and email address, if applicable
- Social Security Number
- Country of citizenship (most Federal jobs require U.S. citizenship)
- Veterans' preference
- Reinstatement eligibility (for former Federal employees)
- Highest Federal civilian grade held (including job series and dates held)
- Selective Service (if applicable)

Work Experience

- Provide the following information for your paid and volunteer work experience related to the job you are applying for:
 - ▶ job title (include job series and grade if Federal)
 - ▶ duties and accomplishments
 - ▶ employer's name and address
 - ▶ supervisor's name and telephone number - indicate if supervisor may be contacted
 - ▶ starting and ending dates (month and year)
 - ▶ hours per week
 - ▶ salary

How to Apply (continued)

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 degrees received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- Do not attach a copy of your transcript unless requested
- Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards

Upon request from the employing Federal agency, you must provide documentation or proof that your degree(s) is from a school accredited by an accrediting body recognized by the Secretary, U.S. Department of Education, or that your education meets the other provisions outlined in the OPM Operating Manual. It will be your responsibility to secure the documentation that verifies that you attended and earned your degree(s) from this accredited institution(s) (e.g., official transcript). Federal agencies will verify your documentation.

For a list of postsecondary educational institutions and programs accredited by accrediting agencies and state approval agencies recognized by the U.S. Secretary of Education, refer to the U.S. Department of Education Office of Postsecondary Education website at <http://www.oped.gov/accreditation/>.

For information on Educational and Training Provisions or Requirements, refer to the OPM Operating Manual available at <http://www.opm.gov/qualifications/SEC-II/s2-e4.asp>.

Other Education Completed

- School name, city, and State (Zip code if known)
 - ▶ Credits earned and Majors
 - ▶ Type and year of degrees received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards

Other Qualifications

- Job-related:
 - ▶ Training (title of course and year)
 - ▶ Skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
 - ▶ Certificates or licenses (current only). Include type of license or certificate, date of latest license, and State or other licensing agency
 - ▶ Honors, awards, and special accomplishments, (e.g., publications, memberships in professional honor societies, leadership activities, public speaking and performance awards) (Give dates but do not send documents unless requested)

Any Other information Specified in the Vacancy Announcement

Privacy Act Statement

The U.S. Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. In order to keep your records in order, we request your Social Security Number (SSN) under the authority of Executive Order 9397 which requires the SSN for the purpose of uniform, orderly administration of personnel records. Failure to furnish the requested information may delay or prevent action on your application. We use your SSN to seek information about you from employers, schools, banks, and others who know you. We may use your SSN in studies and computer matching with other Government files. If you do not give us your SSN or any other information requested, we cannot process your application. Also, incomplete addresses and ZIP Codes will slow processing. We may confirm information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals.

Public Burden Statement

We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 90 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to the U.S. Office of Personnel Management (OPM), OPM Forms Officer, Washington, DC 20415-7900. The OMB number, 3206-0219, is currently valid. OPM may not collect this information and you are not required to respond, unless this number is displayed. Do not send completed application forms to this address; follow directions provided in the vacancy announcement(s).

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

Form Approved
OMB No. 3206-0219

Section A - Applicant Information

Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print "OV" in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.

1. Job title in announcement		2. Grade(s) applying for		3. Announcement number	
4a. Last name		4b. First and middle names		5. Social Security Number	
6a. Mailing address				7. Phone numbers (include area code if within the United States of America)	
				7a. Daytime	
6b. City		6c. State	6d. Zip Code	7b. Evening	
6e. Country (if not within the United States of America)					
8. Email address (if available)					

Section B - Work Experience

Describe your paid and non-paid work experience related to the job for which you are applying. Do not attach job description.

1. Job title (if Federal, include series and grade)				
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary per \$	5. Hours per week	
6. Employer's name and address			7. Supervisor's name and phone number	
			7a. Name	
			7b. Phone	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.				
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and job announcement number)				

Section C - Additional Work Experience

1. Job title (if Federal, include series and grade)				
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary per \$	5. Hours per week	
6. Employer's name and address			7. Supervisor's name and phone number	
			7a. Name	
			7b. Phone	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.				
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and job announcement number)				

Section D - Education

Upon request from the employing Federal agency, you must provide documentation or proof that your degree(s) is from a school accredited by an accrediting body recognized by the Secretary, U.S. Department of Education, or that your education meets the other provisions outlined in the OPM Operating Manual. It will be your responsibility to secure the documentation that verifies that you attended and earned your degree(s) from this accredited institution(s) (e.g. official transcript). Federal agencies will verify your documentation.

For a list of postsecondary educational institutions and programs accredited by accrediting agencies and state approval agencies recognized by the U.S. Secretary of Education, refer to the U.S. Department of Education Office of Postsecondary Education website at <http://www.ope.ed.gov/accreditation/>.

For information on Educational and Training Provisions or Requirements, refer to the OPM Operating Manual available at <http://www.opm.gov/qualifications/SEC-11/s2-e4.asp>.

Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards.

1. Last High School (HS)/GED school. Give the school's name, city, state, ZIP Code (if known), and year diploma or GED received:

2. Mark highest level completed: Some HS HS/GED Associate Bachelor Master Doctoral

3. Colleges and universities attended. Do not attach a copy of your transcript unless requested.			Total Credits Earned		Major(s)	Degree (if any), Year Received
			Semester	Quarter		
3a. Name						
City	State	Zip Code				
3b. Name						
City	State	Zip Code				
3c. Name						
City	State	Zip Code				

Section E - Other Education Completed

Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards.

Section F - Other Qualifications

License or Certificate	Date of Latest License or Certificate	State or Other Licensing Agency
1f.		
2f.		

Section G - Other Qualifications

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

Section H - General

1a. Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> →		1b. If no, give the Country of your citizenship	
2a. Do you claim veterans' preference? Yes <input type="checkbox"/> No <input type="checkbox"/> → If yes, mark your claim of 5 or 10 points below.			
2b. 5 points <input type="checkbox"/> → Attach your <i>Report of Separation from Active Duty</i> (DD 214) or other proof.			
2c. 10 points <input type="checkbox"/> → Attach an <i>Application for 10-Point Veterans' Preference</i> (SF 15) and proof required.			
3. Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25 → <input type="checkbox"/>			
4. Were you ever a Federal civilian employee? Yes <input type="checkbox"/> No <input type="checkbox"/> → If yes, list highest civilian grade for the following:			
4a. Series	4b. Grade	4c. From (mm/yyyy)	4d. To (mm/yyyy)
5a. Are you eligible for reinstatement based on career or career-conditional Federal status? Yes <input type="checkbox"/> No <input type="checkbox"/> If requested in the vacancy announcement, attach <i>Notification of Personnel Action</i> (SF 50), as proof.			
5b. Are you eligible under the ICTAP*? Yes <input type="checkbox"/> No <input type="checkbox"/> *ICTAP (Interagency Career Transition Assistance Plan): A participant in this plan is a current or former federal employee displaced from a Federal agency. To be eligible, you must have received a formal notice of separation such as a RIF separation notice. If you are an ICTAP eligible, normally you will be provided priority consideration for vacancies within your commuting area for which you apply and are well qualified.			

Section I - Applicant Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

1a. Signature

1b. Date (mm/dd/yyyy)

Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

GENERAL INFORMATION

1. FULL NAME (First, middle, last) ◆	2. SOCIAL SECURITY NUMBER ◆
3. PLACE OF BIRTH (Include city and state or country) ◆	4. DATE OF BIRTH (MM/DD/YYYY) ◆
5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc) ◆ ◆	6. PHONE NUMBERS (Include area codes) Day ◆ Night ◆

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

- 7a. Are you a male born after December 31, 1959? YES NO *If "NO" skip 7b and 7c. If "YES" go to 7b.*
- 7b. Have you registered with the Selective Service System? YES NO *If "NO" go to 7c.*
- 7c. If "NO," describe your reason(s) in item #16.

Military Service

8. Have you ever served in the United States military? YES *Provide information below* NO
If you answered "YES," list the branch, dates, and type of discharge for all active duty.
If your only active duty was training in the Reserves or National Guard, answer "NO."

Branch	From <small>MM/DD/YYYY</small>	To <small>MM/DD/YYYY</small>	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

9. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10. Have you been convicted by a military court-martial in the past 10 years? <i>(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11. Are you now under charges for any violation of law? <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? <i>If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) <i>If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Declaration for Federal Employment

Form Approved:
OMB No. 3206-0182

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.
- YES NO
15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service?
- YES NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position and your agency is authorized to ask them).

Certifications / Additional Questions

APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. I understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature: _____ Date _____
(Sign in ink)

17b. Appointee's Signature: _____ Date _____
(Sign in ink)

Appointing Officer: Enter Date of Appointment or Conversion MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: _____
MM / DD / YYYY

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance?

YES NO Do Not Know

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled.

YES NO Do Not Know



DEPARTMENT OF THE ARMY

LAKE SHELBYVILLE MANAGEMENT OFFICE

RURAL ROUTE 4, BOX 128B

SHELBYVILLE, IL 62565-9804

REPLY TO
ATTENTION OF:

Operations, Readiness &
Regulatory Division

TO WHOM IT MAY CONCERN:

_____ is being considered for employment with the U.S. Army Corps of Engineers at Lake Shelbyville under the Student Temporary Employment Program (STEP). This program provides employment of students while both attending school and during periods when school is officially closed.

The following general eligibility criteria apply:

- a. Student must be enrolled at least half-time at an accredited school and must be working toward a degree, diploma, certificate or similar document.
- b. While employed, the student must maintain an acceptable school standing although they need not attend school during the summer.

Please complete the attached certificate of the student's enrollment status. It can then either be provided to the student or returned to this office at the following address:

U.S. Army Corps of Engineers
Lake Shelbyville Project Office
R.R. 4, Box 128B
Shelbyville, IL 62565

If you have questions, please give me a call at (217) 774-3951.

Sincerely,

A handwritten signature in black ink, appearing to read "Ricky D. Raymond".

Ricky D. Raymond
Operations Manager

TO WHOM IT MAY CONCERN:

I hereby authorize the release of requested information to establish my eligibility for employment in the Student Temporary Employment Program (STEP) with the U.S. Army Corps of Engineers, Lake Shelbyville.

SIGNATURE

DATE

SUBJECT: Certification – School Certification

_____ is currently enrolled for at least half-time attendance for the
_____ School year (example: Fall 2003) and is maintaining an acceptable school
standing.

REMARKS (if any):

SCHOOL NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE OF SCHOOL OFFICIAL

DATE

TITLE

Applicant's Name _____

MY PREFERENCE FOR WORK IS AS INDICATED:

Please use numbers to indicate your preference (1st, 2nd, etc.). Placement in indicated areas is not guaranteed. Tasks indicated are examples of what each department does, but are not all inclusive.

_____ Environmental Stewarship – Timber inventory, cut brush, vegetative control at ponds, gate maintenance and other related duties in outlying areas.

_____ Outreach & Interpretive Services – Public relations, radio programs, develop and present interpretive programs to visitors and visitor center operation. May include backpack trail maintenance and repair.

_____ Visitor Assistance/Safety – Regulation enforcement, assisting visitors, patrolling by auto and boat, computer usage and operate visitor/employee safety programs. May include some administrative tasks.

_____ Facilities/Ground Management – Landscaping and grounds maintenance. Repair and maintenance of buildings and recreation facilities.