

EGLIN AFB, FLORIDA
Student Summer Employment Program
Vacancy Announcement



Vacancy Announcement #: 10-EG-03

Positions: Clerical, GS-0303-01 Salary: \$9.74 per hour
Clerical, GS-0303-02 Salary: \$10.95 per hour
Clerical, GS-0303-03 Salary: \$11.95 per hour
Clerical, GS-0303-04 Salary: \$13.41 per hour

Opening and Closing Date: 1 Mar 10 – 12 Mar 10

Position Tenure/Work Schedule: Temporary Full-time, Not to Exceed 08/20/2010

Who May Apply: U.S. Citizens who are at least 16 years of age on first day of employment (07 JUN 2010).

Major Duties: Clerical: Normally involves typing, filing, copying, or other routine administrative tasks.

Applicants must be enrolled at least part-time in an accredited high school, technical or vocational school, college or university. Candidates MUST provide proof from the education facility of current enrollment.

How To Apply:

Mail to: 96 FSS/FSMC – Summer Hire
310 W Van Matre Ave, Ste 101
Eglin AFB, FL 32542

Deliver to: Civilian Personnel Office
Bldg 210, 310 W Van Matre Ave, Rm 101
Eglin AFB FL

Submit the documents described below by mail (post-marked by the closing date) or in person **NO LATER THAN THE CLOSING DATE** between the hours of 08:00 to 3:00 beginning 1 Mar 2010 until 12 Mar 2010. There are NO exceptions to the hours of acceptance or the closing date:

- ▶ Optional Form 612, Application for Federal Employment or a Resume
- ▶ Optional Form 306, Declaration for Federal Employment (Indicate in Item 16 if relatives work for the Air Force)
- ▶ Student's School Verification Record of enrollment/acceptance
- ▶ Students applying under Disabled criteria must submit State Vocational Rehabilitation Agency or Department of Veteran's Affairs certification of disability.
- ▶ Veteran Preference, (5-point pref) – DD214 (member 4 Copy); (10-point pref) – DD214 (member 4 copy), SF 15 Form, VA letter stating preference eligibility and percentage. *Veteran preference will not be considered if required documentation is not provided.*

▶ **PLEASE PROVIDE YOUR EMAIL ADDRESS ON THE APPLICATION OR RESUME.**

NOTE: The 2010 Summer Hire appointments will begin on 07 Jun 2010 and end on 20 Aug 2010. Applicants selected will be required to participate in Direct Deposit/Electronic Funds Transfer. Applications received via government fax machines or government postage **will not be accepted**.

APPLICANTS WHO SUBMIT INCOMPLETE APPLICATIONS OR INSUFFICIENT INFORMATION TO ALLOW A QUALIFICATION DETERMINATION WILL BE CONSIDERED INELIGIBLE.

PLEASE DO NOT CALL TO INQUIRE ABOUT SELECTION. SELECTEES WILL BE NOTIFIED DURING THE PERIOD 19 - 30 APR BY EMAIL OF THEIR SELECTION. APPLICANTS WHO ARE NOT SELECTED WILL NOT BE NOTIFIED.

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.