



## Alaska

### Student Career Experience Program (SCEP) Application Package

#### Contact Information

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Last Name

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First Name

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E-mail Address

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Daytime Phone

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Mailing Address

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City,

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State

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Zip

Thank you for your interest in working for the US Fish and Wildlife Service in Alaska. **Complete application packages are due via e-mail or mail by Friday, January 27, 2012.** All files should be saved in a Portable Document Format (.PDF) with your last name and first name as part of the file name, for example, SmithJanineResume.pdf.

#### Your Application Package should include:

This Application Package (This cover sheet, a completed SCEP Questionnaire on Page 2, Narrative Response to questions on page 3-4)

Current Resume

Current Technical School/College/University Unofficial Transcripts (If selected you will be asked to supply an official transcript.)

Letter from your educational institution stating that you are enrolled or accepted for study leading to a degree, diploma, or certificated AND you are taking at least a half-time course load as defined by the institution.

Two letters of recommendation. One letter must be from a college professor or instructor. Letters of recommendation must not be from a family member.

If claiming 5 point Veteran's preference, please submit a copy of your DD214.

If claiming 10 point Veteran's preference, please submit a copy of your DD214, **SF15**, and a current VA letter.

#### Submit completed packages to:

SCEP Program Coordinator  
Diversity and Civil Rights/MS 301  
1011 East Tudor Road  
Anchorage, Alaska 99503

**Phone:** (907) 786-3518

**Fax:** (907) 786-3552

**Email:** alaskajobs@fws.gov

## Contact Information

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Daytime Phone

## Education

\_\_\_\_\_  
Education Institution you are currently attending

\_\_\_\_\_  
Degree you are seeking

\_\_\_\_\_  
Approximate GPA

\_\_\_\_\_  
Expected Graduation

(Associate, B.S. M.S. etc)

\_\_\_\_\_  
Describe specialization: *technical certification, Major/Minor or Course of Study/Area of Interest or Thesis Topic*

## Career Interests

Which position(s) match your career interests AND area of study?

Biology-Fisheries  
Biology-Wildlife  
Budget & Accounting  
Contracting  
Engineering  
Human Resources  
Information Technology  
Law Enforcement  
Maintenance  
Visitor Services/Outreach  
Wildlife Refuge Management

Other \_\_\_\_\_

*Botany, Anthropology, Archaeology, Social Science, Realty, Hydrologist, Public Administration, Natural Resource Planner, Landscape Architect, Environmental Law, etc.)*

## Other

Please rank your top 2 location choices or check "No Preference"

\_\_\_\_ South Central (Anchorage, Soldotna, Homer)

\_\_\_\_ Interior (Fairbanks, Tok)

\_\_\_\_ Southeast (Juneau)

\_\_\_\_ Southwest (Dillingham, King Salmon, Bethel)

\_\_\_\_ North Slope (Barrow, Wiseman, Kotzebue)

\_\_\_\_ Aleutian Islands (Cold Bay, Unalaska, Adak)

\_\_\_\_ No Preference

\_\_\_\_\_  
Are you a Veteran?

\_\_\_\_\_  
Dates of Military Service

Have you worked for the Federal Government in a permanent position?

If "Yes" please list \_\_\_\_\_

Agency and approximate dates of service

Please respond to the following questions. Please limit your responses to 1-2 paragraphs per question. If you choose to respond in a separate document make sure to include your full name and the title “Narrative Response” at the top and in the file name.

### **Leadership Development**

As a Service employee, we encourage leadership development in the following areas: Interpersonal Skills, Oral and Written Communication, Integrity/Honesty, and Public Service Motivation. To learn more visit: <http://nctc.fws.gov/led/competencymodel/Foundational.html>

1. Which leadership competency is your greatest strength and why?

2. Which leadership competency is your greatest weakness and why?

3. The Service mission is, “Working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.” *Why does our mission appeal to you?*

4. Every individual brings their own unique background, talents and experience to their career. *What unique perspective can you contribute to a career with the Service?*

### **Doing Business for the Service in Alaska**

5. People choose their field of study for a variety of reasons. *Please share why you chose your specific academic discipline, along with your short-term and long-term career goals.*

6. Many service positions at field stations are located in small towns and villages off the Alaska road system. Even positions based in Alaska's more urban communities (Anchorage, Fairbanks, Juneau) involve coordination with or travel to remote field stations. *What aspect(s) of your personality would help you succeed in these communities?*

### **Respond to the following questions if you are interested in science positions.**

7. Some field work is often based out in remote field camps accessible only by boat or small aircraft. A work assignment may provide minimal living arrangements (a tent or shared cabin), no amenities (electricity, plumbing, internet, phone, etc.) and/or extreme weather conditions. *What is your experiences/feelings about potentially working in this environment?*

8. Some science positions involved using statistics and/or GIS. *Please describe experience that demonstrates your skills in this area.*

9. Nearly all involve science positions involve technical writing. *Please describe your experience that demonstrates your skills in technical writing.*