



STUDENT CAREER EXPERIENCE PROGRAM

2012 Application Package

The U.S. Fish and Wildlife Service is committed to employee excellence and creating a productive work environment. We seek to attract and retain top-quality personnel as well as develop our employees in all job series to be leaders in the conservation field.

We employ many students in various career and educational fields. The SCEP program is an opportunity to connect students interested in a career in natural resources with our Ecological Services Field Offices, National Fish Hatcheries, National Wildlife Refuges, and Law Enforcement Field stations in Arizona, New Mexico, Oklahoma and Texas. The SCEP program blends academic studies and Federal work experience into a progressive education program. It gives a potential employee the opportunity to test their career interests in jobs generally related to the field of study while allowing them to experience firsthand, the rewards of public service. It also gives the Service an opportunity to observe students' job performance in the work environment and evaluate them as potential permanent employees.



U.S. Fish and Wildlife Service:

Your Employer of Choice!

Here at the Southwest Region of the U.S. Fish and Service we seek to create a positive, on-the-job, student experience for top performers at High School, College and Graduate levels. As a premiere conservation agency, participants in our SCEP Program join other Service employees in making real impacts on the future of conservation.

Participants in the program represent the best and brightest in their field of study. Thank you for your interest and I look forward to your application!

Benjamin N. Tuggle
Regional Director
Southwest Region



SCEP APPLICATION CHECKLIST:

1. Complete SCEP Questionnaire
2. Resume
3. Transcript

If Applicable:

1. Complete DD 214*
(for prior military service)
2. Certificate of Disability*

**Available on the Student*

Opportunities page at:

www.fws.gov/southwest



SCEP PROGRAM REQUIREMENTS:

To be eligible for the SCEP, Students must be:

- At least 16 years of age
- A U.S.citizen. Lawfully admitted resident aliens may be considered absent qualified citizens.
- Enrolled or accepted for enrollment in a program of study leading to a degree, diploma, or certificate, at an accredited high school, technical or vocational school, two or four year college or university, graduate or professional school
- Taking at least a half-time course load as defined by the school. An exception to this requirement is permitted when a student is in the final period before graduation and needs to complete less than a half-time course load
- A student in good standing with the academic institution and maintain the grade point average (GPA) requirements of the school

Student trainees in the SCEP must:

- Meet qualification requirements
- Be employed by the Service in a position related to the student's academic field of study
- Be either working for the Service, attending school, or both, at any time during the year
- Meet performance and conduct standards during periods of work with the Service.

Other Program parameters include:

- A written agreement must be initiated by the Service and signed by the student, the school, and the Service
- The student must complete at least 640 hours (16 weeks) of career-related work with the Service prior to completion of or concurrently with academic course requirements
- Appointments may be made at any grade for which a student qualifies, under either the General Schedule or Wage Grade. Positions under the General Schedule are eligible for locality pay, and if applicable, special pay rates.
- Students are eligible for health insurance, life insurance, retirement, and leave accrual on the same basis as permanent employees with comparable work schedules
- The Service may provide financial assistance, which always includes salary and may include tuition assistance; travel and transportation expenses between the school and duty station; and low or no-cost housing
- Work schedules may be part-time, full-time, alternating or concurrent with course work.



SUBMIT AN APPLICATION

CHOOSE ONE OF THE FOLLOWING OPTIONS:

In Person:

If participating at a recruitment event , application packages can be submitted directly to the recruiter at the event

Mail to:

U.S. Fish and Wildlife Service
Division of Diversity & Civil Rights
P.O. Box 1306
Albuquerque, NM 87103

Fax to:

505-248-7837

Email to:

Region2RecruitByEmail@fws.gov

APPLICATIONS MUST BE RECEIVED BY JANUARY 9, 2012



Name:		Date:	
Address:			
Phone:	Alt. Phone:		
Email Address:			
Are you a Veteran: Yes No		Dates of Military Service:	
Name of Education Institution Currently Attending:			
Degree Completed: Yes No		Type of Degree (i.e. B.A., B.S., M.S., Ph.D, etc.)	
Major:		Minor:	
Expected Graduation Date:			

Select a geographic location preference in AZ, NM, OK, and TX. Select all that apply.

*For each state selected identify specific locations (i.e. City or FWS Facility) or indicate 'state-wide'.

<input type="checkbox"/>	Arizona	_____
<input type="checkbox"/>	New Mexico	_____
<input type="checkbox"/>	Oklahoma	_____
<input type="checkbox"/>	Texas	_____

The Federal Government has non-competitive hiring authorities for special groups (ie., returning Peace Corps, Veterans' Readjustment Appointment, People with Disabilities, etc.). Do you think you may qualify as a member of these groups? *Certification is required.

Yes No

Have you ever worked for the government in a permanent position? Yes No

Approximate dates of Federal service:

APPLICATIONS MUST BE RECEIVED BY JANUARY 9, 2012



... Continued on reverse.

**SCEP
2012****AVAILABLE JOB SERIES: SOUTHWEST REGION**

The following job series are available in the southwest region for the 2012 SCEP season. Please select all those for which you are applying.

- Fish and Wildlife Biologist (Job Series: GS401)
- Wildlife Biologist (Job Series: GS0486)
- Refuge Manager Trainee (Job Series: GS0485)
- Refuge Law Enforcement Officer/Park Ranger (Job Series: GS0025)
- Fisheries Biologist (Job Series: GS0482)
- Mechanical/Electrical Engineer (Job Series: GS0830)
- Wildlife Inspector (Job Series: GS1801)

For further information including position descriptions and salary information visit the *Student Opportunities* page at: www.fws.gov/southwest



APPLICATIONS MUST BE RECEIVED BY JANUARY 9, 2012

U.S. DEPARTMENT OF THE INTERIOR APPLICANT BACKGROUND SURVEY

GENERAL INSTRUCTIONS

In boxes 1 to 3, please print using capital letters only. Read each item thoroughly before circling the appropriate codes in boxes 4 and 5. Enclose this form with your application package or mail it directly to the same address.

1. Vacancy Announcement No.:

2. Position Title:

3. Name (Last, First, MI):

YOUR PRIVACY IS PROTECTED

This information is needed to determine if our recruitment efforts are reaching all segments of the country, as required by Federal law. This is vital information not available from any other source. We can only get it directly from you.

Your voluntary responses are treated in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. This form will be destroyed after the position is filled.

The only information associated with your name in our computer system is whether you have returned the completed form, so that we may follow up if no response has been received. Your responses are stored as a tally for the *group of all applicants for this vacancy* in a manner that cannot be associated with any individual application. No information taken from this form is ever placed in a Personnel file or Personnel data base.

Thank you for helping us to provide better service.

4. How did you learn about this position? (Circle up to three codes).

01 – Private information service
02 – Magazine
03 – Newspaper
04 – Radio
05 – TV
06 – Poster
07 – Private Employment Office
08 – State Employment Office (Unemployment Office)

09 – Agency Personnel Department (bulletin board or other announcement)
10 – Agency or other Federal government recruitment at school or college
11 – Federal, state, or local Job Information Center
12 – Religious organization
13 – School or college counselor or other official
14 – Friend or relative working for this agency
15 – Friend or relative not working for this agency
16 – Internet or World Wide Web
17 – Other (Specify) _____

5. Identify yourself in each category: (Circle the appropriate codes.)

Ethnicity:

D – Hispanic or Latino

N – Not Hispanic or Latino

Race (circle one or more)

A – American Indian or Alaska Native

B – Asian

C – Black or African American

G – Native Hawaiian or Other Pacific Islander

E – White

Sex:

M – Male

F – Female

Do you have any physical and/or mental disabilities?

Y - Yes

N - No

If yes, do you have one or more of the following targeted* disabilities? Circle all that are applicable:

**Deafness
Blindness
Missing Extremities
Partial/Total Paralysis
Convulsive Disorder
Mental Retardation
Mental Illness
Distortion of Limb/Spine**

*** The Equal Employment Opportunity Commission targets these disabilities for extra recruitment efforts.**

PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number.

The estimated burden of completing this form is 3 minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the U.S. Department of the Interior, Director, Office of Civil Rights, 1849 C Street, NW, MS-5230, MIB, Washington, DC 20240.

PRIVACY ACT STATEMENT

GENERAL: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), for individuals completing Federal records and forms that solicit personal information.

AUTHORITY: Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES: The form will only be seen by DOI Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all portions of the country, in conformance with the requirements of Federal law. Only summary data is reported, and only in a format which can not be broken out by individual applicants. No individual data is ever provided to selecting officials.

EFFECTS OF NONDISCLOSURE: Providing this information is voluntary. No individual personnel selections are made based on this information.