

2004 Summer Hire Program Vacancy Announcement Area III Participants

ANNOUNCEMENT # HUM-CPAC-01-2004

OPENNING DATE: 1 April 2004

CLOSING DATE: 30 April 2004

Applications must be received by 1700 hours on/before 30 April 2004. Applications will not be accepted after the closing date of the announcement except for newly assigned personnel who PCS to Korea on/after the closing date of the announcement. Please review "HOW TO APPLY" for required forms and documents. Selections will be posted on 14 May 2004 at the Area III CPAC, Osan American High School and Army Community Services.

POSITION TITLE, SERIES AND GRADE: General Helper, WB-3501-00. Positions include clerical and labor, non-hazardous, work.

SALARY: \$5.00 per hour (2003 Wages), subject to change.

DUTY STATION: Camp Humphreys, Osan, Suwon and Wonju

CONDITIONS OF EMPLOYMENT:

Federal Law requires ALL STUDENTS TO HAVE A VALID SOCIAL SECURITY NUMBER.

Students are required to have their paychecks electronically submitted (EFT'd) to a U.S. bank of their choice. Students may work 1 session only. No changes to student assignments will be permitted. All students selected for 2004 Summer Hire Program must meet minimum age requirements on the day of appointment.

SESSION DATED (3 Sessions):

<u>COLLEGE SESSION</u>	<u>1ST SESSION HIGH SCHOOL</u>	<u>2ND SESSION HIGH SCHOOL</u>
17 May – 7 Aug 2004	14 June – 10 July 2004	12 July – 7 August 2004

ASSEMBLY POINTS:

1 st Session:	Students will assemble at Area III CPAC on 14 June 2004 at 0830 hrs
2 nd Session:	Students will assemble at Area III CPAC on 12 July 2004 at 0830 hrs
College Session:	Students will in-process at Area III CPAC on 17 May 2004 at 0830 hrs

ELIGIBILITY AND AREA OF CONSIDERATION: Applications will be accepted from eligible U.S. Citizen and Non-U.S. Citizen dependent family members of DOD sponsors:

1. Unmarried children, step children, adopted children, and children under legal guardianship of a DOD sponsor, age 14-22 years of age, enrolled in school on a full-time basis, and in good standing academically.
2. The dependent MUST reside with the sponsor in Area III except for those dependents attending a college or university in the United States. The Area III CPAC will accept applications from students who are residing in Area III and whose sponsor has a duty station in Osan. The Area III CPAC will not accept applications from Area II residents/sponsors.
3. Home Schooling: Student applicants who are Home Schooled must obtain certification from the DODDs Schools.
4. Must be eligible of SOFA support.

DOD SPONSORS INCLUDE: (1) Active Duty Military, (2) DOD Federal Civilian, (3) NAF (MWR, DHL, AAFES) Civilian (4) Other U.S. Government Agencies (Embassy, VA), or, (5) DOD Invited Contractors (Red Cross, USO) with SOFA Status.

SELECTION PROCESS: Placement priority will be given as follows:

Priority 1: All Students ages 16-22

Priority 2: Students ages 14-15.

Students selections and priorities will not be based on sponsor's rank. A lottery system will be used if there are not enough positions for all students to be placed. Students will receive their actual assignments and meet their supervisors on the first day of work. Changes in work assignments will not be allowed.

HOW TO APPLY:

Students must indicate on their application if they want to work in a clerical or a labor position and which session they want to work. Students may work only 1 session. Students who are still in High School or Middle School must obtain certification from their High School counselor/principal. Students who are attending college must provide a statement from their school registrar that they are a full-time student in good standing. A copy of the Fall 2004 class registration is also acceptable for current college students. High School students graduating in 2004 may not apply for the college session program. Students on home schooling must be approved by DODDs. All students must obtain their sponsor's/parent's permission to work.

The following forms and documents are required and are available at the Area III CPAC, Bldg 259 or our web site at <http://cpoc-www.korea.army.mil>. Click on Employment information.

- Family Member Youth Employment Application
- Selective Service Registration (Male Applicants Only)
- Form SF-181, Race and National Origin
- Form SF-256, Identification of Handicap
- Form W-4, Employee Withholding Allowance Certificate (Tax Form)
- Form SF-1199, Direct Deposit Form
- Statement of Understanding
- Distribution of Leave and Earnings Statement
- Copy of Dependent ID Card
- SSA Card or Copy of 2002 or 2003 Tax Return (Sponsor may omit tax figures for privacy).
- College Students: Confirmation of Attendance from Registrar or Student Registration for Fall 2004 Semester
- Copy of Sponsor's PCS Order (Military) or Letter of Employment (Civilians)

ADDITIONAL INFORMATION:

1. Incomplete applications, applications with missing forms and signatures, will not be accepted. Completed Applications must be received by 1700 hours on Friday, 30 April 2004.
2. Federal Law requires that all Federal employees have a Social Security Number (SSN) to work. The only acceptable proof of applicant's SSN is the Social Security card or 2002 or 2003 Tax return. Dependent ID card or other forms of proof may not be accepted as a substitute.
3. Applicants / Sponsors will not be permitted to copy documents at the Area III CPAC.
4. Applications will be considered without regards to sponsor's rank. All appointments will be made without regard to race, handicap, creed, color, religion, sex, or national origin. Department of the Army is an equal opportunity employer.
5. Applications may not be sent electronically, via e-mail or faxed.
6. POC for the 2004 Summer Hire Program is Mr. Kang at 753-8777 or Ms. Han at 753-8780.