

KOOTENAI NATIONAL FOREST

STUDENT HIRING

STUDENTS HAVE VARIOUS OPTIONS TO APPLY FOR TEMPORARY EMPLOYMENT

You need to be currently enrolled in accredited school, (HS, College, University or Tech school), be enrolled at least half time and in good standing, be attending school within eight months, be at least 18 years old to be considered for field employment and at least 16 years of age for office positions.

1. Noncompetitive Hiring:

- a. Contact districts and Supervisor's Office where you are willing to work.
- b. Advise them that you are a student interested in working.
- c. If a district is accepting applications from students, work directly with that unit.
- d. If supervisor is interested in hiring you, you will need to complete the following Forms: application (OF-612 or equivalent), transcripts and Pre-Employment Qualifications for Student Temporary Employment (*optional depending on the supervisor*) (14-6100-6), and return forms to the supervisor. You may be requested to e-mail the forms to the supervisor.

Contact Numbers:

Supervisor's Office: (406)293-6211
Eureka/Rexford: (406)296-2536
Murphy Lake/Fortine: (406)882-4451
Three Rivers-Troy: (406)295-4693
Canoe Gulch-Libby: (406)293-7773
Trout Creek-Cabinet: (406)827-3533

2. Competitive Hiring:

- a. Advise your schools Job Counselor that you are interested in a summer job.
- b. Apply to outreach when announced.
- c. Follow directions for applying given in the outreach

3. Temporary Employment Applicant Pool (Open to anyone.)

Ref: <http://www.usajobs.opm.gov> for available opportunities. Complete the on-line application package as directed in announcement.

Most temporary announcements are nationwide. When searching for announcements, you will need to utilize search functions other than location.