



SUMMER HIRE JOBS PROGRAM 2020

15 JUNE – 15 AUGUST

We provide temporary jobs for students between
14–22 years old at Spangdahlem AB

Use this opportunity to gain valuable work
experience and some extra **CASH! \$\$**

Salary: \$6.75/hour

How To Apply

Send Application Package which includes your

- 1) Resume,
- 2) Copy of Sponsor's PCS Orders,
- 3) School Enrollment Verification to

Civilian Personnel Office

E-Mail: 52fss.fsmc@us.af.mil

Last day to submit application: **05 MAY 2020**

Available Jobs

Clerk
Laborer

Part-Time or Full Time
(no more than 40 Hours) per week



PLEASE CONTACT US FOR ANY FURTHER QUESTIONS!

DSN: 452-6080 COMM: 06565-61-6080

Types of Positions:

The program offers clerical/clerk and laborer positions as described below. Students should consider including both clerk and labor positions on their resume as availability of positions may be limited.

- ❖ **Laborer** (AD-3502-00): May include general cleaning, working indoors/outdoors, light to moderate lifting, yard work, etc.
- ❖ **Clerk** (AD-0303-00): May include typing, computer work, filing, receptionist work, customer service and answering telephones, etc.

Pay: \$6.75 per hour

Work Schedule: Part – Time or Full-Time (no more than 40 hours per week)

Eligibility for the Program:

- ❖ Students must be 14-22 years old. Students must be at least 14 years old when applying for a position.
- ❖ Students must be a Family Member (FM) of either DoD Military member or Command Sponsored Federal U.S. civilian appropriated/non-appropriated fund employee. Students **MUST** provide a copy of sponsor's orders when applying. **Failure to provide may result in ineligibility.
- ❖ Students must be a U.S. citizen; dual citizen family members are ineligible
- ❖ Students under 16 years of age must obtain parental written consent for the particular type of work, clerical and/or manual (laborer).
- ❖ Students must reside with the sponsor within the vicinity or commuting area of the employing activity.
- ❖ Males 18 years and older must be registered with the U.S. Selective Service
- ❖ Students will be required to complete additional documents on-line for the Pre-Employment process, which will be sent to the email address provided on the resume. When requested, students must show a valid dependent ID card, Social Security Account Number (SSAN), and U.S. Passport once in-processing begins.

Important Applicant Information:

Deadline To Apply: Close of Business 05 May 2020

How To Apply: Send application package: (1) **Resume** (**Resumes should include volunteer experience, community organizations describes the roles that demonstrate your abilities, internships, hobbies, interests, school activities and/or memberships in clubs**) sample resumes can be found at <https://www.dfas.mil/careers/howtoapply/tips.html> (2) **Copy of Sponsor's PCS Orders**, (3) **School Enrollment Verification** to Civilian Personnel Office, **E-Mail:** 52fss.fsmc@us.af.mil

NOTE: Students are NOT permitted to operate forklifts; they will not be allowed to perform duties that require use of a respirator; and will not handle hazardous material.

Placement of Students:

Placement of students who are 14 or 15 years old will be employed only after the supply of older applicants has been exhausted.

Pre-Employment:

Laborer positions may require a pre-employment physical and/or current sports physical.