2009 Kirtland AFB
Summer Hire Application

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U.S. AIR FORCE

FOLLOW THESE DIRECTIONS CAREFULLY

- You **MUST** be 16+ years old to apply to the Summer Hire Program. *(18+ for Recreation Aid positions)*
- You **MUST** be available to work full-time *(40 hours/week)* during the Summer Hire program. Paid holidays, vacation & sick time are available.
- To apply, you **MUST** attach this completed form, one (1) copy of your resume **AND** one (1) copy of your **OFFICIAL** transcripts. *(High school graduates entering college should attach a copy of their high school transcripts & their college acceptance letter.)* If you are a veteran, you **MUST** include a copy of your DD 214 with your application.
- You may only apply for up to three (3) positions by marking the boxes below. **DO NOT** attach more than one (1) copy of your resume & transcripts if you apply for multiple positions.
- Due to the high volume of applicants, we cannot give status checks of applications. To ensure that your application is considered, be sure to follow the directions & include all the necessary documentation. As per the Privacy Act of 1974, our office will not give out any information to parents, guardians or acquaintances of the applicant.
- **ALL MAILED APPLICATIONS MUST BE POSTMARKED NO LATER THAN FRIDAY 20 MARCH 2009.**
- **ALL E-MAILED APPLICATIONS MUST BE RECEIVED BY FRIDAY 20 MARCH 2009. ANY INCOMPLETE / LATE APPLICATION PACKAGES WILL NOT BE CONSIDERED.**

Full Name:				**DOB:**	
Address:					
City:		**State:**		**ZIP:**	
Day Phone:		**E-Mail:**			

Select	*Position Title*	*Description*
	Clerk	General office responsibilities that range from filing & copying to simple data maintenance will be expected, as well as a strong commitment to customer service. Daily face-to-face interaction with customers & military members is a possibility. A healthy knowledge of everyday office activities & functions is preferred, but not required.
	Computer Clerk	Computer intensive data inputting & use of a variety of programming software is key to this position. A strong knowledge of computer applications & a background in computer software and/or technology is expected. Ability to provide computer technical support to a variety of customers is preferred, but not required. Some graphic design based positions may be available as well.
	Office Automation Clerk	Specialized office responsibilities that range from data inputting to general office assistance is expected. Daily face-to-face interaction with customers & military members is a possibility. Knowledge of everyday office activities such as word processing, spreadsheets, presentations, telephone answering & an excellent customer service ethic will be required.
	Engineering Aid	Basic duties & responsibilities available in several fields of engineering *(aerospace, electrical, mechanical, nuclear)*. May be tasked to complete special projects in a team or individually. Assisting current engineers in open research is a possibility. Some positions may use computer modeling and/or simulators. Strong knowledge of physics & mathematics is preferred & required for some positions.
	Laborer	Outdoor & manual tasks, landscape maintenance, warehouse management assistance, loading/unloading of equipment & supplies, use of hand tools, hand trucks & power equipment. An excellent working knowledge of on-the-job & personal safety is required. No office experience is needed. A state-issued driver's license & the ability to drive a vehicle is preferred, but not required.
	Recreation Aid *	Assists in the operation of the Outdoor Recreation Center with issuing equipment and/or Youth Center as an assistant. Good people skills, dedication to customer service & an excellent knowledge of on-the-job safety is required. This position may or may not require working with children. **** You MUST be 18+ years to apply for this position***.
	Lifeguard **	General lifeguarding skills & pool responsibilities. Knowledge of pool & lifeguarding equipment maintenance is mandatory. ***** Valid lifeguard & CPR certifications are REQUIRED for this position. You MUST attach a copy of both certificates with your application package in order to qualify for this position. Contact your local Red Cross office to recertify.***

READY TO APPLY?

Before mailing your application, be sure that you have all the required documentation as listed above & for your package & mail to:

377 MSS/DPCS
Attn: Summer Hire Team
1451 4th Street SE, Bldg 20245
Kirtland AFB, NM 87117-5625

If necessary, your school may mail official transcripts to this address, however transcripts **MUST** be postmarked **NO LATER** than **Friday 20 March 2009**.

E-MAIL YOUR APPLICATION

Send your complete application package as an attachment in one of the following formats:

- Word document
- TIFF or JPEG file
- Adobe® PDF file

kafbsummerhire@kirtland.af.mil

Ensure that all attachments are included and are able to open. All e-mail applications **MUST** be received by **Friday 20 March 2009.**