



National Center for Cooperative Education in Natural Resources



A program of the Bureau of Indian Affairs, administered by the USDA Forest Service
155 Indian Avenue, Box 5018 | Lawrence, Kansas 66046
(785) 749-8427 Fax (785) 749-8439

Attached are the forms necessary to apply to the National Center for Cooperative Education's Student Career Experience Program.

The forms are:

- OF 612 - Application – new hire & upgrade – original (may substitute a resume if it includes all information requested on the OF 612)
- OF 306 – Declaration for Federal Employment – original
- BIA-4432 – Verification of Indian Preference - original

Also include the following with your application packet:

- A letter of application that includes your perception of your academic and applied strengths and a description of your career goals and objectives;
- Your most current transcript and current class schedule
- Proof of enrollment or acceptance into a college forestry or natural resources program
- Letter of recommendation from academic advisor or faculty member that includes: how long and in what capacity the advisor or faculty member has known you as a student, his or her perception of your academic and practical application strengths, any other pertinent information.
- Letter of support from tribal representative or BIA area or agency natural resources staff (optional, but helpful)