



Application for Employment

Logan County Soil Conservation District

103 Lake Ave E * PO Box 240 * Napoleon, ND 58561-0240 * (701)-754-2234 Ext 3 * www.logancountyscd.com



DATA PRIVACY NOTICE: The information requested on this application is intended to be used by the Logan County Soil Conservation District in determining suitability for employment for the position that you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the Logan County Soil Conservation District being unable to offer employment to you. The information on this application, which is classified as private data and will not be released outside the County without your consent except as necessary for tax purposes or otherwise required by state or federal law.

COMPLETE INFORMATION: You may complete portions of the application by marking it "see resume". You should, however, supply all of the information requested either on this form or in your resume.

APPLICANT INFORMATION

Last Name:		First Name:		MI	Date
Street Address				Apartment/Unit #	
City		State		Zip	
Phone:		E-mail Address			
Date Available		SSN		Desired Salary	

Position Applying For:

Tree Planter & Fabric Applicator

Are you a citizen of the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, are you authorized to work in the US?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked for this company?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when?	
Have you ever been convicted of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain	

EDUCATION

High School	Location:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree:
College	Location:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree:
Other	Location:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree:

REFERENCES

Please list three professional references:

Full Name:	Relationship:
Company:	Phone:
Address:	
Full Name:	Relationship:
Company:	Phone:
Address:	
Full Name:	Relationship:
Company:	Phone:
Address:	

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PREVIOUS EMPLOYMENT

Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for leaving?	
May we contact your previous supervisors for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for leaving?	
May we contact your previous supervisors for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for leaving?	
May we contact your previous supervisors for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

PRIOR EMPLOYMENT: Have you ever been discharged or forced to resign from prior employment? ☐ Yes ☐ No

VETERANS STATUS

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's:

Preference Points ☐ Yes ☐ No

Do you wish to claim Veteran's Preference Points: ☐ Yes ☐ No

If you are a disabled veteran and wish to claim additional points, please check here: ☐

DISCLAIMER AND SIGNATURE

I certify that the information given in this application form and attachments are true and complete to the best of my knowledge. I authorize the Logan County Soil Conservation District to investigate all statements made in this application, as necessary, to consider this application. I understand that giving false or misleading information in my application or interview(s) will disqualify me from consideration. I understand that if the Logan County Soil Conservation District hires me, I am subject to discharge if I provide false information or omit information with this application, regardless of when it is discovered.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Logan County Soil Conservation District Board of Supervisors, and that until such approval, the Logan County Soil Conservation District shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, I hereby authorize any and all former employers, organizations where I have volunteered and references named in this application, or any agent thereof, to release to the Logan County Soil Conservation District and its agents any and all information regarding my job performance and fitness/qualification to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the Logan County Soil Conservation District will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

Signature

Date

Logan County

SOIL CONSERVATION DISTRICT



JOB TITLE: Seasonal Technician – Fabric

JOB CATEGORY: Field work

Location: Logan County

Travel required: Yes – to and from field

Hourly wage: \$16.00/hour

Position type: Temporary – Max Hours 160

APPLICATIONS ACCEPTED BY:

Email: michelle.vetter@nd.nacdn.net

Subject line: Seasonal Worker

JOB DESCRIPTION

Role and Responsibilities

- Keep the District shop, grounds, & equipment clean, neat, & organized
- Take steps to prevent damage or theft of District equipment & tools by locking up facilities after use
- Turn in all shop, equipment, & vehicle expenditures to the District office
- Work cooperatively with the District staff and producers
- Load and unload fabric and install on the fabric machine
- Ride the fabric machine, cut fabric where the tree is & gently pull the tree through the whole and avoid breakage
- Walk behind the fabric machine, cutting slits to adjust size of hole to fit tree, pull tree gently through the hole
- Place soil on fabric where machine fails to cover
- Apply staples in-between trees and each time you start a new fabric roll
- Collect & dispose of debris from fabric application process

Qualifications Required

- US Citizen
- DRIVER'S LICENSE, PREFERRED BUT NOT NECESSARY

Preferred Skills

- Strength & movement requirements
- Attention to detail

Additional Notes

Safety precautions need to be followed when applying fabric. Employee should plan ahead for adequate field situations which should include proper footwear, gloves, and goggles, and for weather condition changes. Employee is responsible for bringing their own lunch, snacks, and water.

This is a temporary/seasonal position. Once the fabric is applied for this season, the positions ends. Maximum hours to preform this task are about 160 hours. Your position will be terminated when task is complete but can reapply for the next year's planting season.

**EMPLOYEE
SIGNATURE**

DATE:

Approved by:

Date:

Logan County

SOIL CONSERVATION DISTRICT



JOB TITLE: Seasonal Technician – Trees

JOB CATEGORY: Field work

Location: Logan County

Travel required: Yes – to and from field

Hourly wage: \$16.00/hour

Position type: Temporary – Max Hours 160

APPLICATIONS ACCEPTED BY:

Email: michelle.vetter@nd.nacdn.net

Subject line: Seasonal Worker

JOB DESCRIPTION

Role and Responsibilities

- Learn to identify the various tree and shrub species for proper loading and planting
- Follows the proper storage and handling procedures for tree and shrub stock
- Measures the planted footage at each planting site
- Record the weather conditions in the field, the condition of tree or shrub planting
- Turn in all shop and district equipment expenditures to the district office
- Monitor tree cooler & temp
- Water & cover trees for transportation
- Work cooperatively with district staff and producers
- Load trees into the tree trailer according to packing list specifications.
- Once on site, help unload tree equipment & prepare planter for planting such as loading trees onto planter, help with row marker, help with spacing chain, cut bands off of trees & load in your bin making sure roots are kept moist.
- Ride on planter while planting trees
- Plant trees correctly according to the tree plan and spacings
- Make sure roots remain wet at all times
- Unload trees from planter & place in the buckets in the tree van. Help load tree equipment & collect & dispose of debris from tree planting process.
- Help unload tree trailer upon arriving back in town. Put trees in their proper places in shed.
- Sort, count, and stack trees in cooler.
- Help with tree sales, handplant sales, and unloading of trees when they arrive

Qualifications Required

- US Citizen
- DRIVER'S LICENSE, PREFERRED BUT NOT NECESSARY

Preferred Skills

- Strength & movement requirements
- Attention to detail

Additional Notes

Safety precautions need to be followed when planting trees. Employee should plan ahead for adequate field situations which should include proper footwear, gloves, and goggles, and for weather condition changes. You will get wet from the trees; the District does provide "rain pants" that you may wear over your pants to help keep your pants dry. Employee is responsible for bringing their own lunch, snacks, and water.

This is a temporary/seasonal position. Once the fabric is applied for this season, the positions ends. Maximum hours to preform this task are about 160 hours. Your position will be terminated when task is complete but can reapply for the next year's planting season.

**EMPLOYEE
SIGNATURE**

DATE:

Approved by:

Date: