NDSU-North Dakota Forest Service
Fire Crew Member Employment

Position: Crew Member    Job Type: Full Time    Location: Bismarck, North Dakota

Job Description:

This position is for a crew member on North Dakota Forest Service’s Fire Management Program. Firefighters must be able to engage in fire suppression and wildland fire related activities, including fire prevention, patrol and prescribed burning. When not engaged in fire suppression duties, crew member will complete hazardous fuels mitigation projects. During fuels project work, crew members duties include chopping brush, felling small trees, and assisting sawyers using various hand tools, such as axes and shovels along with power tools including chainsaws. Crew members will clean, recondition, and store tools and equipment, and be responsible for facility maintenance and cleaning. Crew member will report to the Crew Supervisor or his designee. This position requires completion of Basic Wildland Firefighter Training (S130/190) as defined by NWCG. Work sites may be away from the home base and may require travel for extended periods.

Physical Demands and Work Environment:

This is an arduous duty position requiring regular, protracted periods of considerable exertion. Incumbent may be required to work under hazardous conditions encountered in prescribed burning and fire suppression operations (excessive heat, smoke, dust, rough terrain, sharp hand tools, motorized equipment, and poisonous snakes and insects), including prolonged standing, walking over uneven, rocky or swampy ground, recurrent bending, reaching, lifting and carrying items weighing up to 50 pounds, and other strenuous activities requiring good agility and dexterity. Many of these same conditions will prevail during other regular field activities. Incumbent must wear protective clothing and other safety equipment. The employee must meet and maintain the arduous physical requirements established for this position, as evidenced by passing the standardized fitness test for arduous positions approved by the National Wildfire Coordinating Group for wildland fire agencies.

Starting Wage: $15.48/hour DOE

How to Apply:

Application forms can be found on the ND Forest Service Fire Management page at www.ag.ndsu.edu/ndfs/programs-and-services/fire-management

Mail completed applications to the following address: NDSU-ND Forest Service
Seasonal Fire Crew Applications
916 E Interstate Ave Suite #4
Bismarck ND 58503

or email to zachary.kellerman@ndsu.edu
North Dakota State University  
NORTH DAKOTA FOREST SERVICE  

**Fire Employment Application**

Thank you for your interest in employment opportunities at the NDSU-North Dakota Forest Service. Please read the following procedures to ensure your application receives the timely consideration it deserves.

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.

1. Applications are accepted only for positions that are currently open; we do not retain applications on file. An application must be completed for each specific position opening.

2. Please complete all sections on the employment application. A resume may be included to supplement your application. Do not substitute your resume for the information requested on the application.

3. North Dakota State University will employ persons based on qualifications and performance requirements of the job. Address each minimum and preferred qualification addressed on the position opening.

4. Applications may be submitted by April 2 to:

   NDSU-North Dakota Forest Service  
   Attn: Fire Application Processing  
   916 E Interstate Ave, Suite #4  
   Bismarck ND 58503

5. If you are offered employment, the NDSU Criminal Record Disclosure Form must be signed and submitted. No offer of employment can be made until the form is received. Any offer is contingent on review and verification of the form.
Personal data:
Position for which you are applying: ______________________________________________________
Pos. #: __________ 00022439        Dept: 1100 North Dakota Forest Service
Applicant’s name: ________________________________________________________________
First ___________ Middle ___________ Last ___________
Address ________________________________________________________________
City __________________ State ________ Zip ________
Home phone: __________________________ E-mail: ________________________________
(Area code) telephone number
Another phone number where you can be reached/message can be left: ____________________________
Can you provide proof, if hired, that you are eligible to work in the United States? (Check one) yes___ no___
Are you at least 18 years of age? (Check one) yes___ no___
DO YOU HAVE A VALID DRIVERS LICENSE? (Check one) yes___ no___
Drivers license number: ________________________________
State of issue: ________________ (Check one) operator___ commercial (CDL)___ Chauffeur___
Date available for employment: ________________
(mm/dd/yyyy)

Thank you for considering North Dakota State University and North Dakota Forest Service as your prospective employer.

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.

This information will be made available in alternative formats for people with disabilities upon request by calling 701-328-9944
Employment Application

Applicant’s education:

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<tr>
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<th>Major/minor</th>
<th>Circle highest grade completed</th>
<th>Degree/diploma</th>
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<tbody>
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<td>Name:</td>
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<td>Location:</td>
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<td>College</td>
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<td>Location:</td>
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<tr>
<td>Graduate school</td>
<td>Name:</td>
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<td>Location:</td>
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<tr>
<td>Vocational/technical</td>
<td>Name:</td>
<td>1 2 3 4</td>
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<td>Location:</td>
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</tbody>
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Other professional achievements:

Type                        | Identification of special achievement | Year completed |
----------------------------|--------------------------------------|----------------|
Licenses                    |                                      |                |
Certificates                 |                                      |                |
Other (specify)              |                                      |                |

Describe special skills/knowledge possessed relevant to this position

Computer hardware/software (be specific, list versions of software)

Laboratory equipment (if applicable)

Field/heavy/light equipment (if applicable)

*Employment record—be complete and accurate. If additional space is needed, please complete page 4.

(List present or most recent experience first—include military experience and volunteer work for last five years.)
Employment Application

Firm name and address:____________________________________________________
Supervisor’s name:_____________________________________________________
Supervisor’s title:_______________________________________________________
Phone no.:_____________________________________________________________

Position title:__________________________________________________________
Reason for leaving:______________________________________________________

Date started __________ Date left __________
Total years __ months __ No. hours/week __________
Describe duties (be specific)

Firm name and address:____________________________________________________
Supervisor’s name:_____________________________________________________
Supervisor’s title:_______________________________________________________
Phone no.:_____________________________________________________________

Position title:__________________________________________________________
Reason for leaving:______________________________________________________

Date started __________ Date left __________
Total years __ months __ No. hours/week __________
Describe duties (be specific)

Firm name and address:____________________________________________________
Supervisor’s name:_____________________________________________________
Supervisor’s title:_______________________________________________________
Phone no.:_____________________________________________________________

Position title:__________________________________________________________
Reason for leaving:______________________________________________________

Date started __________ Date left __________
Total years __ months __ No. hours/week __________
Describe duties (be specific)
Employment Application

Firm name and address: ____________________________________________
Supervisor’s name: ____________________________________________
Supervisor’s title: ____________________________________________
Phone no. ____________________________________________

Position title: ____________________________________________
Reason for leaving ____________________________________________

Date started: __________ Date left: __________
Total years: ___ months: ___ No. hours/week: ___

Describe duties (be specific): ____________________________________________

Firm name and address: ____________________________________________
Supervisor’s name: ____________________________________________
Supervisor’s title: ____________________________________________
Phone no. ____________________________________________

Position title: ____________________________________________
Reason for leaving ____________________________________________

Date started: __________ Date left: __________
Total years: ___ months: ___ No. hours/week: ___

Describe duties (be specific): ____________________________________________

Firm name and address: ____________________________________________
Supervisor’s name: ____________________________________________
Supervisor’s title: ____________________________________________
Phone no. ____________________________________________

Position title: ____________________________________________
Reason for leaving ____________________________________________

Date started: __________ Date left: __________
Total years: ___ months: ___ No. hours/week: ___

Describe duties (be specific): ____________________________________________

_______________________________
Firm name and address: [Blank]

Supervisor's name: [Employer's name]
Supervisor's title: [Employer's title]
Phone no.: [Employer's phone number]

Position title: [Your position title]
Reason for leaving: [Your reason for leaving]

Date started: [Date of start of employment]
Date left: [Date of leaving employment]
Total years: [Number of years]
months: [Number of months]
No. hours/week: [Number of hours per week]

Describe duties (be specific): [Your job duties]

Please list all firefighting classes and experience you have received relating to firefighting:

Please list two references other than relatives or previous employers.

Name: [Name of reference 1]
Position: [Position of reference 1]
Company: [Company of reference 1]
Address: [Address of reference 1]
Telephone: [Telephone number of reference 1]

Name: [Name of reference 2]
Position: [Position of reference 2]
Company: [Company of reference 2]
Address: [Address of reference 2]
Telephone: [Telephone number of reference 2]

**************************************************************************************************************
The facts set forth in my application, resume and other materials submitted for my application file are true and complete. I authorize NDSU to verify my employment and educational background and other information stated in my application file by contacting relevant employers, educational institutions and others. I also authorize my employers, educational institutions and others to release such information including educational records, to NDSU.

If offered employment, the NDSU Criminal Record Disclosure Form must be signed and submitted. No offer of employment can be made until the form is received. Any offer is contingent on review and verification of the form.

I understand that:

• Making an omission of a material fact or a false statement in these application materials may be sufficient cause for denying me consideration for employment or for dismissal after employment.
• This application and all application materials are open records as defined in North Dakota Century Code 44-04-18.
• I will be subject to drug and alcohol testing under university regulations, if my employment is covered by a state or federal law requiring or authorizing drug testing.

Signature ___________________________________________ Date ____________________________

North Dakota Veteran’s preference (NDCC 37-19.1)

Veteran eligibility: You must be a current North Dakota resident who served in the active military forces during a period of war or who received the Armed Forces Expeditionary or other campaign service medal during an emergency condition as established in the North Dakota Century Code 37-01-40. In addition, you must have been discharged or released therefrom under other than dishonorable conditions. Applications claiming veteran’s preference must attach a copy of Report of Separation DD214. Disabled veterans must also include a letter less than one year old from the Veteran’s Administration indicating such disability.

Complete only if you wish to claim veteran’s preference: (circle one)

Are you a North Dakota resident?  Yes  no

Do you claim North Dakota veteran’s preference? Yes  no

If yes, list exact dates of service__________________________

Do you claim North Dakota disabled veteran’s preference? Yes (see Veteran eligibility above)  no

A brochure on the statistics for Crime Awareness and Campus Security Act of 1990
Is available upon request in the NDSU Office of Human Resources and Payroll