

## **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](http://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](mailto: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.

NDSU-North Dakota Forest Service  
916 E Interstate Ave Suite #4  
Bismarck ND 58503  
Tel: (701) 328-9944

**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:

		<b>Major/minor</b>	<b>Circle highest grade completed</b>	<b>Degree/diploma</b>
High school	<b>Name:</b>		9 10 11 12	
	<b>Location:</b>			
College	<b>Name:</b>		1 2 3 4	
	<b>Location:</b>			
Graduate school	<b>Name:</b>		1 2 3 4	
	<b>Location:</b>			
Vocational/technical	<b>Name:</b>		1 2 3 4	
	<b>Location:</b>			

### Other professional achievements:

<b>Type</b>	<b>Identification of special achievement</b>	<b>Year completed</b>
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:**

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)

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

**Please list two references other than relatives or previous employers.**

Name  
Position  
Company  
Address

Name  
Position  
Company  
Address

Telephone

Telephone

\*\*\*\*\*

# Employment Application

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*