

# Door County Invasive Species Team (DCIST): 2011 Summer Interns

**Title:** Conservation Intern /Limited Term Employee (LTE) - Door County Invasive Species Team

**Sponsoring Agency:** Door County Soil & Water Conservation Department (SWCD)

**Position Summary:** The Conservation LTE will provide technical support related to the soil and water conservation programs, specifically tasks related to Door County's invasive species. The Conservation LTE will work under the direction of the Door County Soil & Water Conservation Department (SWCD) with additional guidance from the Door County Invasive Species Team (DCIST). Period of employment for one LTE is expected to be late May 2011 to late August 2011; a second LTE may potentially be employed longer if additional funding is obtained. LTE pay rate will be \$12.54 per hour for 36 hours per week and limited to a maximum of 599 hours of employment.

## **Duties/Responsibilities:**

- 1.) **Clean Boats, Clean, Waters (CBCW) Workshops-** LTE(s) will conduct water craft inspections at Door County boat launches educating individuals to the importance of cleaning off their boat. LTE(s) will also conduct one on one education with marina operators, boat launch operators, and watercraft rental facility operators.
- 2.) **DCIST Website, Database, and Advertising-** LTE(s) will work on invasive species updates for the DCIST website including press releases, calendar events, and relevant materials.
- 3.) **Work Parties-** LTE(s) will work throughout the county to help control invasive species and increase volunteer hours at work parties for Aquatic and Terrestrial invasive species.
- 4.) **Observe Inventory, and Control Invasive Species-** LTE(s) will locate and control invasive species along road ways, shorelines, and other public lands where infestations exist. This information will also be entered into various database files.
- 5.) **Contact and Educate Landowners-** LTE(s) will contact private landowners via phone calls, mailings, and door to door contacts about invasive species occurring on their property and the proper control methods.
- 6.) **Other –** LTE(s) will work with conservation staff on duties associated with other soil and water conservation programs. LTE will work under the direct supervision of a SWCD conservationist and will be expected to meet with this supervisor at a minimum of once per week for direction and reporting of accomplishments.

**How to Apply:** Send a letter of interest, current résumé and completed Door County Application for Employment to The Door County Soil & Water Conservation Department, 421 Nebraska Street, Sturgeon Bay, WI 54235. Phone #: (920) 746-2214.

**Deadline:** Letter of interest, résumé, and employment application must be postmarked by February 28, 2011 to be considered. Interviews will be scheduled for the week of March 21<sup>st</sup>



## DOOR COUNTY APPLICATION FOR EMPLOYMENT – (Seasonal)

*Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.*

**MAIL APPLICATION MATERIALS TO:**

Door County Human Resources Dept  
 421 Nebraska Street  
 Sturgeon Bay, WI 54235  
 Phone: (920) 746-2305  
 Fax: (920) 746-2538  
 e-mail: [hr@co.door.wi.us](mailto:hr@co.door.wi.us)

Door County reserves the right to test all applicants for job-related skills. For certain positions, a pre-employment physical examination and drug testing may be required.

Thank you for your interest in employment with Door County. Please read the following instructions carefully:

- This application is to be filled out by the applicant only. If you are physically unable to complete this form, or need other assistance in the hiring process, reasonable accommodations may be requested.
- Incomplete or illegible applications will not be considered. Résumés will be accepted as a supplement to the application form, but will not substitute for it.
- If more space is needed, please indicate this on the application form and attach the additional paper to the application.

PERSONAL INFORMATION					
Position Applied For: <b>Summer Intern</b>		Department: <b>Soil &amp; Water Dept.</b>		Date Available:	
Last Name:		First Name:		Middle Name:	
Street Address:		City:		State:	ZIP:
Home Phone:	Work Phone:	May we contact you at work? Yes                      No		What Hours?	
E-Mail Address:		Type of Employment Acceptable: (check all that apply) Full-Time    Part-Time    Seasonal    Casual    Intern    LTE			
<i>Are you at least 18 years of age? (Employment may be subject to verification that you meet state and federal minimum age requirements. Employees under 18 shall have a work permit.)</i>					Yes    No
<i>Are you a United States citizen, or do you have papers from the U.S. government permitting you to work? (Verification will be required at the time of employment.)</i>					Yes    No
<i>Are you able to perform all of the duties listed in the position description, with or without reasonable accommodation?</i>					Yes    No
<i>Have you ever been convicted of a felony? (If the answer is "yes", please explain at the end of this application form. A "yes" answer does not necessarily disqualify an applicant.)</i>					Yes    No

### WORK HISTORY – PART A

*A "yes" answer to any of the following questions does not necessarily disqualify an applicant from the selection process. If you answer "yes" to any of the following questions, please provide an explanation at the end of this application form.*

1.	Have you ever been suspended, terminated, discharged or resigned to avoid being discharged?	Yes	No
2.	Have you ever been disciplined for attendance problems in your current or previous employment?	Yes	No
3.	Are there any gaps in employment in excess of thirty (30) days?	Yes	No
4.	Have you ever been employed by Door County?	Yes	No



### WORK HISTORY – PART B

Please complete this section in its entirety. Give a complete record of any employment, self-employment, military service or volunteer experience you have had in the past 10 years. Please include positions beyond the 10 year period if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. You may attach your resume as a supplement to the information you provide in the application. Please note that it is the policy of Door County to contact an applicant's current employer only after that applicant has been deemed a finalist for a position.

<b>Employer Name:</b>		<b>Position Title:</b>		<b>Type of Business:</b>	
<b>Address and phone of Business (Street, City, ZIP, telephone &amp; fax #):</b>			<b>Reason for Leaving:</b>		<b>Name, Title &amp; Phone of Supervisor:</b>
<b>Employment Dates:</b>		<b>Start Salary:</b>	<b>Ending Salary:</b>	<b>Hours per Week:</b>	<b>May we contact, prior to an offer of employment?</b> Yes    No
<b>From:</b>	<b>To:</b>				
<b>Description of Duties:</b>					

<b>Employer Name:</b>		<b>Position Title:</b>		<b>Type of Business:</b>	
<b>Address and phone of Business (Street, City, ZIP, telephone &amp; fax#)</b>			<b>Reason for Leaving:</b>		<b>Name, Title &amp; Phone of Supervisor:</b>
<b>Employment Dates:</b>		<b>Start Salary:</b>	<b>Ending Salary:</b>	<b>Hours per Week:</b>	<b>Is this employer still in business?</b> Yes                      No
<b>From:</b>	<b>To:</b>				
<b>Description of Duties:</b>					

<b>Employer Name:</b>		<b>Position Title:</b>		<b>Type of Business:</b>	
<b>Address and phone of Business (Street, City, ZIP, telephone &amp; fax#)</b>			<b>Reason for Leaving:</b>		<b>Name, Title &amp; Phone of Supervisor:</b>
<b>Employment Dates:</b>		<b>Start Salary:</b>	<b>Ending Salary:</b>	<b>Hours per Week:</b>	<b>Is this employer still in business?</b> Yes                      No
<b>From:</b>	<b>To:</b>				
<b>Description of Duties:</b>					

*(For additional employers, please use a separate piece of paper or make a copy of this page)*

**EXPLANATION(S) / SUMMARY INFORMATION**

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**REFERRAL SOURCE (PLEASE PROVIDE DETAIL WHEN POSSIBLE)**

Newspaper:	Employee:
Employment Agency:	Web Site:
Bulletin Board:	Professional Journal:
Walk-in:	Job Service:
Other:	

In order for your application to be considered, you must complete the Employment Application Affidavit / Information Release.

**DOOR COUNTY PERSONNEL DEPARTMENT USE ONLY**

	Date Received:
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**EMPLOYMENT APPLICATION AFFIDAVIT / INFORMATION RELEASE**

I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements, false information, or omissions of material fact herein subjects me to disqualification or dismissal. I further understand that my classification as a regular employee depends upon successfully performing work assigned to me during a probationary period, where applicable. I also understand that regular attendance is required of me as a condition of continued employment.

I understand and agree that all information furnished in this application may be verified by Door County. I also understand that any offer of employment is conditional subject to a satisfactory check of references and satisfactory results of a background check, drug screen when required, and any other required examinations.

I understand that Door County may conduct a check on my background to verify the information I have furnished in my application for employment, which may include, but not be limited to, information from previous employers, references, school records, driving records, and any criminal records.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish Door County with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies and corporations supplying such information. Copies of this document will be considered as valid as an original thereof.

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Name (Printed or Typed):

Signature:

Date:

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**OPEN RECORDS DISCLOSURE (OPTIONAL)**

This section is optional: Under section 19.36 (7) of the Wisconsin Statutes, the names of "final candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "final candidate" they can do so by making a request in writing.

Accordingly, I hereby request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes.

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Name (Printed or Typed):

Signature:

Date:

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***THANK YOU FOR COMPLETING THIS APPLICATION AND  
FOR YOUR INTEREST IN EMPLOYMENT WITH DOOR COUNTY.***

# DOOR COUNTY BACKGROUND CHECK & EQUAL EMPLOYMENT OPPORTUNITY INFORMATION DISCLOSURE FORM

*Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.*

The following information is needed for the following purposes:

- To complete various government reports and implement equal employment opportunity and affirmative actions programs.
- To monitor and prevent discrimination on the basis of race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.
- To facilitate and conduct the necessary background checks for pre-employment screening. These may include, but are not limited to the following: caregiver background checks; criminal records checks; driver's licensing checks; credential and educational verifications; and other necessary background investigations.

The information furnished on this form will not and legally cannot be used adversely against an applicant for employment, except that age, sex, and physical or mental ability may be considered when relevant to the position for which you are applying. This document will not be kept with the employment application, and will not be shared with those individuals involved in the interview process. It shall be maintained as a confidential record of the Personnel Department.

Please Supply The Following Information		
Last Name:	First Name:	Middle Name
Position Applied For:	Date of Birth:	Are you 40 years of age or older? Yes                      No
Maiden Name (If Applicable):	Social Security Number:	Sex: Male                      /                      Female
<b>Race: (Please Check One)</b>		
<input type="checkbox"/> American Indian/Native American (including Alaskan Natives)	<input type="checkbox"/>	<input type="checkbox"/> African American or African origin
<input type="checkbox"/> Asian	<input type="checkbox"/>	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> White not of Hispanic origin	<input type="checkbox"/>	<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
<b>Disability:</b>		
<p>The Americans with Disabilities Act (ADA) defines an individual with a disability as "one who has a physical or mental impairment that substantially limits one or more major life activities [such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, thinking or working], has a record of such an impairment, or who is regarded as having such an impairment." <i>Based on this definition, are you an individual with a disability?</i>                      Yes                      No</p>		

**The completion of the "Door County Background Check & Equal Employment Opportunity Information Disclosure Form" is voluntary, and there will be no adverse consequences for not completing this form.**