

KOOTENAI NATIONAL FOREST – 2016 EMERGENCY WORKER APPLICATION
(not used to sign up equipment)

APPLICANTS MUST BE ABLE TO PROVIDE APPROPRIATE IDENTIFICATION (2 forms of ID, 1 of which is a picture ID-see attached) TO COMPLETE THE ELIGIBILITY VERIFICATION (I-9)

ALL APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER FOR FIELD GOING POSITIONS SUCH AS CAMP, SUPPLY, FIRE FIGHTER, ETC (AGES 16 & 17 OFFICE WORK ONLY)

NAME: _____ SOCIAL SECURITY #: _____ Must be provided at time of hire
HOME PHONE #: _____ MSG PHONE#: _____
MAIL ADDRESS: _____
CITY: _____ ST: _____ ZIP CODE: _____
EMAIL: _____ DATE OF BIRTH: _____
ARE YOU AVAILABLE **OUTSIDE** YOUR LOCAL AREA? N ___ Y ___

ATTACH CERTIFICATES OF COMPLETION FOR FIRE TRAINING YOU HAVE RECEIVED (i.e. timekeeping, Defensive Driving, Wildland Firefighter, Fire Safety, etc).

WORK CAPACITY TEST – (Check most current Work Capacity Test taken, provider (i.e. MLA, FVCC, etc) & date taken)
(Required annually)

ARDUOUS ___ MODERATE ___ LIGHT ___ PROVIDER: _____ DATE: _____

Do you currently have an Emergency Equipment Rental Agreement (EERA) with the Forest Service?
NO ___ YES ___ If Yes, list location and agency _____

If you previously were hired as an Emergency Worker (AD), please list location, dates, incident name and duties:

If you have current CDL (Commercial Driver's License), LIST EXPIRATION DATE, CLASS and ENDORSEMENTS:

Are you currently in a DOT Drug/Alcohol Testing Program? NO ___ YES ___
If yes, list employer (name, address, phone number): _____

POSITIONS INTERESTED IN:

| | | |
|---------------------|------------------------|---------------------------|
| ___ CAMP | ___ FIREFIGHTER | ___ CLERICAL (LIST) _____ |
| ___ KITCHEN* | ___ SUPPLY | ___ RADIO OPR _____ |
| ___ EMT (CERTIFIED) | ___ DRIVING (govt veh) | ___ OTHER (LIST) _____ |

*NOTE: Kitchen help is normally hired by the caterer (contact www.fs.fed.us/fire/contracting/food/unit_summaries.pdf). These positions also require current hepatitis immunizations.

LIST SPECIAL SKILLS OR LICENSES YOU HAVE

NOTE: This information is only for incidents which may occur on the Kootenai National Forest

MUST APPLY EACH SEASON

KOOTENAI NATIONAL FOREST
2016 - EMERGENCY WORKER (NOT USED TO SIGN UP EQUIPMENT)
GENERAL INFORMATION

YOU MUST BRING PHOTO ID AND ONE OTHER FORM OF ID AT TIME OF HIRE. The back of Incident Packlist Information has list of acceptable forms of ID to complete the I9.

- Positions may be filled throughout the Kootenai NF—you need to state on your application where you are available.
- Applicants need to plan for a 14-21 day commitment to the incident.
- Normally, you will be required to stay (including sleeping) at CAMP.
- Positions may require bending, lifting (50 lbs+), carrying equipment & tools, working long hours, etc.
- Reference the attached list for RECOMMENDED personal items to have ready (**normal time allowed before reporting for assignment is 2 hours**)
 - **NO DRUGS, ALCOHOL OR FIREARMS are ALLOWED IN CAMP (random searches may be done).**
 - **Inappropriate behavior will not be allowed. As part of the hiring forms, you will be asked to sign an Incident Behavior form.**
 - Personal vehicles will **NOT** be allowed at camp.
 - You will be transported from point of hire to camp. (**Make arrangements for transportation to point of hire location. VEHICLES are not to be left at your point of hire location.**)
 - Family members are not allowed to visit camp. In case of emergency, they should contact the Supervisor's Office, 406/293-6211 (during business hours 7:00 – 4:30) or local Sheriff's Office, we will get a message to camp.
- Typically meals are provided by a caterer and showers are available at camp. In some instances an individual may need to be self sufficient
- Phone access may not be available, including cell phone coverage
- Some positions are required to pass a WCT (Work Capacity Test) and Fireline Safety or Refresher each season. (see attached)
- Workers are hired for a specific incident only.
- Normally you are not reassigned at the end of an incident. However, your name remains on the list for another assignment throughout the calendar year (**must reapply each year**).
- When positions are being filled, contact will be made, messages left, etc., and will be filled as acceptances are received (you may be passed over if we have filled the positions before you return a call).
- Background suitability checks may be done, if necessary.

SIGN-UP PROCEDURES: application sign-up will be accepted **ONLY** after you have completed the applicable training as described in attachment. The Forest Service does not sponsor training. However, training vendors may be obtained at http://www.fs.fed.us/r1/fire/nrcg/Training_MOU/Training%20Providers%20-%20MOUs.pdf

Individuals apply to the Forest they are interested in working for.

KOOTENAI NF: Individual application packets are available approximately mid-May at the Kootenai NF Supervisor's Office or the District Offices or at Libby or Thompson Falls Job Service Offices.
DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION (DNRC): sign-up at local Job Service.

PAY RATES: are assigned based on duties performed:

- **AD-A:** \$14.68 per hour; camp, supply, kitchen help, etc.
- **AD-B:** \$16.12 per hours; radio operator
- **AD-C:** \$18.00 per hour; firefighter (T2), camp crew squad boss, clerical support, etc.
- **AD-D:** \$19.80 per hour; firefighter squad boss, camp crew boss, driver, etc.
- This is a flat rate for all hours. **There is no overtime or hazard pay.**

- Direct deposit is required (unless this requires a hardship). **You will need to have your account number and financial institution's routing number at time of hire.** Payments are forwarded to Albuquerque, NM for processing.

- Copies of Fire Time Reports are **NOT** available, **RETAIN YOUR COPIES.** (You must ask for copies before leaving camp).

- Social Security is NOT deducted from your pay.

- Federal and State taxes **WILL BE WITHHELD** from your pay.
 - You may request to file a W5 for Earned Income Credit (EIC).
 - Taxes are based on biweekly earnings for assignments 1-14 days, monthly for assignments 15+ days.
 - You will receive a W2 at the end of the year to file with your taxes.
 - Questions regarding tax forms, etc. should be directed to a professional tax advisor.

- You cannot be hired as an emergency worker for the Forest Service and retain an emergency equipment rental agreement or Competed (VIPR) contract.

- We do not report wages earned to the State for unemployment compensation purposes. Services performed for emergency are not considered as performing Federal service for the purpose of unemployment benefits. You may furnish statement of earnings to the State on your own behalf.

- At time of hire, you may be asked to have a medical certification (**at your expense**) which allows you to perform the duties.

- An Incident Qualifications card (Red Card) is issued only to Forest Service employees.

- Position currency requirements are generally 5 years (less for some positions) from the LAST assignment in that position.

- **BASIC FIREFIGHTER TRAINING** is learning the basics of firefighting. This includes fire behavior, standards for survival, timekeeping, digging line, working in a crew, etc. This training is required for firefighter and water tender operators. **PROOF OF COMPLETION WILL BE REQUIRED UPON HIRE.**
 - **FIRELINE SAFETY ANNUAL TRAINING (RT130).** Training may be accomplished through available training vendors listed at http://www.fs.fed.us/r1/fire/nrcg/Training_MOU/Training%20Providers%20-%20MOUs.pdf **PROOF OF COMPLETION WILL BE REQUIRED UPON HIRE.**

- The WCT, if applicable for the position, is pass/fail and taken annually, **PROOF OF COMPLETION WILL BE REQUIRED UPON HIRE.**

- If you accept an assignment outside your local area, you may be eligible for per diem. You must keep receipts and track mileage if you are authorized to utilize your personal vehicle.

- **PAYMENTS ARE MADE AT THE END OF THE ASSIGNMENT (regardless of the type of separation) AND MAY TAKE 6-8 WEEKS TO RECEIVE. NO ADVANCES AVAILABLE.**

DUTIES:

CAMP CREW: as a member of a crew, establishes and takes down camp. This includes the use of various hand tools to build tables, signs, etc. Sets up tents and keeps camp clean. **Requires heavy lifting.**

KITCHEN CREW: as a member of a crew, helps the caterer in food preparation and in the kitchen area. **MUST HAVE CURRENT HEPATITIS IMMUNIZATION.** Will be required to provide shot records (including hepatitis).

EMT (certified): must be licensed in the State you are performing the duties.

FIREFIGHTER: as a crew member, digs fire line using various hand tools such as pulaski, shovel etc.

SUPPLY CREW: as a member of a crew, loads and unloads camp supplies. **Requires heavy lifting.**

DRIVER: must have a current valid State driver's license. You will be driving government vehicles on highways and mountain roads. This does NOT include those that want to sign up their personal vehicle and drive. Some vehicles may require a CDL (Commercial Driver's License). You will be required to pass a Defensive Driving course for the type of vehicle you will be driving.

CLERICAL: may serve as, timekeeper, or provide clerical support in other areas. Does not require typing.

RADIO OPERATOR: requires radio operation, monitoring, receiving and relaying information, etc.

RETURN COMPLETED 2016 Emergency Worker Application to:

**Kootenai National Forest
31374 US Highway 2
Libby MT 59923-3022**

***RETAIN REST OF PACKET FOR YOUR INFORMATION.**

NOTE: If you are interested in signing up commercial items such as sack lunches, land use, etc and have not already done so, you need to complete the FIRE RESOURCE AVAILABILITY form, return it to the address listed on the form. The form is available at the Kootenai NF Supervisor's Office or District offices.

If you are interested in signing up equipment such as dozers, trailers and have not already done so through a competed process, you need to complete the Northern Rockies Vendor Source List form. This is available at www.fs.usda.gov/kootenai

THE US GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|---|----|---|-----|---|
| 1. U.S. Passport or U.S. Passport Card | | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | 3. School ID card with a photograph | | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | 4. Voter's registration card | | 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | | 5. U.S. Military card or draft record | | 5. Native American tribal document |
| | | 6. Military dependent's ID card | | 6. U.S. Citizen ID Card (Form I-197) |
| | | 7. U.S. Coast Guard Merchant Mariner Card | | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | | 8. Native American tribal document | | 8. Employment authorization document issued by the Department of Homeland Security |
| | | 9. Driver's license issued by a Canadian government authority | | |
| | | For persons under age 18 who are unable to present a document listed above: | | |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | 10. School record or report card | | |
| | | 11. Clinic, doctor, or hospital record | | |
| | | 12. Day-care or nursery school record | | |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Personal Items Allowed on Incident Assignments

45 lbs limit

Bag size limit may also be a factor depending on mode of travel

| |
|---|
| Personal Fire Pack/Duffle "Red Pack" |
| Backpack/Daypack |
| WORK BOOTS - <i>Required</i> |
| Red Card (if applicable) |
| Eye Protection/UV |
| Toiletries (tooth brush/paste; brush/comb; face cleanser; shampoo/rinse; soap; deodorant; lotion; lip salve; sunscreen; bug spray, etc) |
| Prescription Medication / Hearing Aids |
| Non-prescription Medication |
| Eyeglasses or Contact Lenses & Solution |
| Wallet (minimal cash & credit card) |
| Reading material |
| Alarm Clock |
| Flashlight / Batteries |
| Boxers/Briefs/Panties |
| Undershirts |
| Bras |
| Socks (Cotton / wool) |
| Towel/Washcloth |
| Rain Gear (jacket/pants) |
| T - Shirts |
| Pants |
| Gloves |
| Coat |
| Hats/Caps |
| Warm Vest |
| Long Underwear |
| Sweater |
| Nonwork Gloves |
| Glove Liners |
| Watch |
| Casual Shoes & Shower Shoes |
| Nonwork Boots |
| Bandana |
| Pocket Knife / Mulit-Tool (leatherman) |
| Sleepwear |
| Sweatshirt &/or Sweatpants |
| Ground Cloth/Space Blanket |
| Personal Tent (2-person) |
| Personal Sleeping Bag |
| Sleeping Pad |
| Blow Dryer |
| Curling Iron |
| Elec Razor |
| Garbage Bag / Laundry Bag |
| Nomex Pants / Shirt / Hardhat / Fire Shelter / Gloves /Webb Gear (if issued) Additional 20lbs allowed |

Personal Entertainment items:

I-Pod, Cell Phone, Laptop, jewelry, etc

Not Recommended. Items taken in this category are taken at personal risk.