



Employment Application

APPLICANT INFORMATION

Full Name (Last, First): _____ Date: _____
 Address (Street, City, State, Zip): _____
 Phone: (____) _____ E-mail: _____
 Date Available: _____ Currently a Student: ___ Yes ___ No If yes, ___ H.S. ___ College
 Are you a citizen of the U.S.? ___ Yes ___ No If no, are you authorized to work in the U.S.? ___ Yes ___ No
 Have you ever been convicted of a felony? ___ Yes ___ No If yes, explain: _____

EDUCATION

High School: _____ From _____ To _____ Graduate: Yes No
 College: _____ From _____ To _____ Graduate: Yes No
 Degree: _____

PREVIOUS EMPLOYMENT

Company: _____ Phone (____) _____ Supervisor: _____
 Address: _____ From _____ To _____ Ending Wage: _____
 Responsibilities: _____
 May we contact your previous supervisor for a reference? Yes No

REFERENCE

Full Name: _____ Relationship: _____
 Company/Address: _____ Phone: (____) _____

INTERESTS/OUTSIDE ACTIVITIES

List Two to Four Interests:

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

If applicable, referred to this open position by (list name): _____

Availability - Mark down the times you are able to be at work. A minimum of 2-hour time frame required.

DAY	9:00-11:00AM	11:00AM-1:00PM	1:00-3:00PM	3:00-5:00PM*
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total hours available to work during week: 5-10 10-15 15-20 20+

*Shifts may go until 7:00PM depending on workload.

Position Description: Seasonal Staff

Company Philosophy – customers come first, as a company we strive to keep things simple, work logically, lean, diagnostic and keep all others accountable to our philosophy.

Shifts are a minimum of 2 hours. Our busy season typically begins in September and runs through March/April. If work slows, shifts will be adjusted based on work efficiency, schedule and years of service.

Receiving and Test Distribution - receiving incoming samples, subdividing tests. Trained by and reports to Marissa Willert.

Test Initiation – preparation of media, planting, pressing, sanding, loading and scanning trays. Trained by and reports to Christy Sternhagen.

Genetics Laboratory – planting, harvesting, prepping, extracting, pipetting, transferring and analyzing. Trained by Genetics Full-Time staff and reports to Kalyn Brix.

Test Evaluation – evaluate tests based on AOSA rules. Trained by and reports to Laura Carlson.

Qualifications:

1. Background in Agriculture/Biology Sciences preferred.
2. Work 10+ hours a week minimum.

Expectations:

1. Duties assigned will be based on skills, performance, qualifications and laboratory workload.
2. Staff start with a 75-hour probationary period. Be on time and work your entire shift.
3. Shifts will be assigned through **TSheets, schedules will be sent by email and/or push notification.**
4. Text, call, or notify supervisor 24 hours in advance for a planned absence.
5. If you are sick, you must call in and notify your supervisor, 605-692-2758.
6. Never clock in/out for another person.
7. If you like to talk and visit, this job is not for you.

Compensation:

\$13/hr (Student) or \$14/hr (Seasonal). Pay is monthly on the 5th via direct deposit. 75-hour probational period.

1. Base Pay determined by experience. Returning employees may be eligible for a \$1/hour raise, depending on experience and responsibilities.
2. December discretionary bonus based on performance/reliability for Receiving/Test Distribution, Genetics Lab.
3. Incentive pay – after 75-hour probation. Starting the 15th of each month, after attaining *Tech* status. (Employee is responsible for passing the exam to move from *Trainee* to *Tech*.) **Errors = no incentive for that day.
 - a. 11am-1 pm: \$0.20 per tray planted
 - b. 1 pm-3:30 pm: \$0.15 per tray planted
 - c. 3:30pm-5pm: \$0.10 per tray planted

Training, Testing and Titles:

1. **Trainee:** First 75 hours, watch videos, ask questions, learn the task, read the SOP.
2. **Tech:** Passes written and practical task exam. Incentive/bonus eligible.
3. **Tech Leader:** Excelling in job, passes trainer exam & practical, can teach Trainees. Can move to other tasks if desired and available.
4. **Evaluator:** Moved to assist in evaluation of tests, goes through training and evaluation period with full-time staff.

Other Information:

Shifts under 4 hours do not require a break, quick breaks are allowed.

1. Snacks are provided for breaks and only allowed in break room.
2. Drink containers with a lid are allowed in the lab.
3. Cell phone usage is only allowed in break room.