CITY OF CARMEL
invites applications for the position of:

Urban Forestry Summer Internship

An Equal Opportunity Employer

SALARY: $12.00 /Hour

OPENING DATE: 02/03/16

CLOSING DATE: 03/04/16 11:59 PM

PURPOSE OF POSITION:
A summer urban forestry position is available for the City of Carmel, Indiana, which provides a unique and diverse learning experience for a forestry-minded person.

ESSENTIAL JOB FUNCTION:
Job duties include street tree maintenance (inspecting, watering, pruning and mulching). Our community of 86,000 people is located immediately north of Indianapolis, Indiana. Carmel is one of the fastest growing and most dynamic communities in Indiana.

KNOWLEDGE, SKILLS & ABILITIES:
• Valid driver's license

• Educational background: Forestry, natural resources, landscape architecture or related field.

• Advanced plant knowledge preferred.

• Ability to operate a personal computer with MS Office.

• Ability and willingness to perform labor intensive activities.

• Ability to use tree maintenance tools.

• Ability to work inside (20%), outside (80%) and in all potential weather conditions.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:
The normal week is Monday - Friday, 37.5 hours per week. The pay rate is $12.00 per hour. The position is funded from May through August. It is possible the internship period may be extended in the event of outstanding job performance and if the needs of the city and the applicant coincide.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.carmel.in.gov

OUR OFFICE IS LOCATED AT:
One Civic Square
Carmel, IN 46032
317-571-2465
317-571-2467
hr@carmel.in.gov

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Urban Forestry Summer Internship Supplemental Questionnaire

* 1. Are you age 18 or older?
   - Yes
   - No

* 2. Are you a citizen of the United States?
   - Yes
   - No
   - I am a United States Citizen

* 3. If you are not a citizen of the United States, are you lawfully eligible for employment in the United States? (If hired, you will be required to provide evidence of immigration/visa status.)
   - Yes
   - No

* 4. Have you ever been employed by the City of Carmel?
   - Yes
   - No

* 5. If yes, please list the dates of employment and the departments. If no, enter n/a.

* 6. List any other names under which you have been employed. (If none, mark as n/a)

* 7. Are you related to anyone currently or previously employed by the City of Carmel?
   - Yes
   - No

* 8. If yes, please list names and relationships. If no, please enter n/a.

* 9. Have you ever been disciplined in a job?
   - Yes
   - No

* 10. If yes, please explain. If no please enter n/a.

* 11. Have you ever been terminated from a job?
   - Yes
   - No

* 12. If yes, please explain. If no, enter n/a.

* 13. If applying for a position that requires driving, do you currently possess a valid driver's license?
   - Yes
   - No

* 14. Please enter the following information regarding your license: issuing state; type of license; license number. If you do not have a license, enter n/a.
15. Has your license ever been suspended?
   - Yes
   - No

16. If yes, provide reason, date and length of suspension. If no, enter n/a.

17. Please list all moving traffic violations you have been cited for in the past 10 years (include violation and date). If none, enter n/a.

18. Please list any areas of specialized study or training. If none, enter n/a.

19. List other knowledge, skills, abilities and accomplishments, not included elsewhere on this application, that will help us evaluate your qualifications for this position. If none, enter n/a.

20. Have you ever plead guilty or been convicted of a felony, misdemeanor or infraction? A guilty plea or conviction is not an automatic bar to employment. (Do not include offenses that have been expunged.)
   - Yes
   - No

21. If yes, please describe each offense and provide the date, court and disposition of each offense. If none, enter n/a.

22. Are there criminal, felony or misdemeanor charges currently pending against you? (Do not include charges for which you have entered a diversion or deferral program.)
   - Yes
   - No

23. If yes, please explain. If none, enter n/a.

24. If presently employed, please explain why you wish to make a job change?

25. Please list any other licenses or certifications. If none, enter n/a.

26. In order to better serve future applicants, please indicate the device you are using to apply for this position.
   - Desktop or Laptop Computer
   - Tablet
   - Cell Phone
   - Other Device (Internet TV, Gaming Device, etc.)

* Required Question