



*green and always growing™*

101 Industrial Ave.  
P.O. Box 228  
Osborne, KS 67473

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(785) 346-2479 Fax  
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## **Conservation Specialist**

**DEADLINE TO APPLY: 12-11-2020**

This position is located within the Star Seed facility in Osborne, KS. The position is directly supervised by Blake Klema, Conservation Coordinator. The Conservation Specialist will be full-time and is expected to report to work from 8:00 a.m. to 5:00 p.m. Monday-Friday with some outside hours required during busy seasons as needed.

### **Primary Responsibilities:**

- Design native grass and wildflower seed mixes that meet USDA standards for CRP establishment.
- Work with customers to provide a high level of technical advice on the establishment of native species.
- Work together with other Star Seed staff to identify new sales opportunities and implement action plans to capture those opportunities.
- Price and sell conservation related seed items to include a variety of wildlife food plot mixes.
- Maintain a close working relationship with USDA/Conservation District offices in Kansas to include price quoting, assistance with paperwork, and customer service.

### **Secondary Responsibilities:**

- Work together with warehouse staff to ensure proper seed lot selection, correct tagging of products, and accurate tracking of Star Seed product inventory.
- Assist with order entry from all other sales staff where needed.
- Assist with warehouse organization plan to support "first in first out" inventory management.

**Expectations:** This position is highly involved with selection of species and varieties of native plants for a wide geographical range within the United States. The incumbent will have a base knowledge of native plant species and be willing to expand on that knowledge. Continuing education through outside workshops and other educational opportunities is expected and will be paid by Star Seed at the Conservation Coordinator's discretion. Conservation Specialist will also be held to a very high standard in organization and time management. Good communication skills are a must as this position will involve fielding calls from the Star Seed dealer network. This is an office job and the incumbent is expected to have a working knowledge of Microsoft Office programs.

**Education:** Bachelor's degree in natural resources, range sciences, agriculture or similar related field is highly preferred but not required. Practical experience may substitute for education. Preference will be given to individuals with experience in establishment/management of native plants.

**Benefits:** Group health insurance; 401K retirement options; paid holiday and personal time off.

**Salary:** This is a salary position with pay pending education and experience.

**Deadline:** The deadline to apply for this position is December 11<sup>th</sup>, 2020. Completed applications must be post marked by deadline date. Send to: Star Seed Inc, PO Box 228, Osborne, KS 67473, ATTN Blake Klema.

The following information is required in the application packet:

1. Cover Letter outlining your interests and background
2. Resume
3. Star Seed Employment Application (included on following page)
4. Transcript material, if applicable (used to confirm degree)

## APPLICATION INSTRUCTIONS

If you need help to fill this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read "APPLICANT NOTE."
2. Complete both sides of this form.
3. If more space is needed to complete any questions, use comments section on the back.
4. Print clearly; incomplete or illegible applications will not be processed.
5. Some packets may have an attached AFFIRMATIVE ACTIONS QUESTIONNAIRE. This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to an adverse treatment for refusing to complete the questionnaire.
6. Do not fill out any other attached forms until instructed.

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PRIOR ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

EMAIL ADDRESS: \_\_\_\_\_

## APPLICANT NOTE

This application form is intended for us in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Affirmative action hiring may be requested by qualified applicants. Additional testing of job related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you are required to submit to a medical review. Depending on company policy and the needs of the job, you will be required to complete medical history form and may be required to be examined by a medical professional designated by the company.

## AVAILABILITY

For which position are you applying? \_\_\_\_\_

What date can you start? \_\_\_\_\_ What category would you prefer?  Full-time  Part-time  Temporary  Labor

For which schedules are you available?  Weekdays  Weekends  Evenings  Nights  Overtime  Shift  Other \_\_\_\_\_

## EDUCATION

Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

Name	City/State	Dates	Graduate
High School			
College			
Other			

## SECURITY

List states and counties of residence for the past seven years. \_\_\_\_\_

Yes  No Have you used any names or Social Security Numbers other than those on this page? If so, please list on back.

Yes  No Have you been convicted of a felony and/ or served time in the past seven years? If so, please describe below. (In accordance with company policy this information will be review for job relatedness and time since last conviction)

Incident	City/State	Charge

## JOB RELATED SKILLS

NOTE: Do not fill out any part of this section you believe to be non-job related.

List languages in which you are fluent \_\_\_\_\_

Yes  No If the job requires, do you have the appropriate valid driver's license?

DL# \_\_\_\_\_ Type \_\_\_\_\_ State of issue \_\_\_\_\_

Yes  No Have you had any moving violations? Please describe \_\_\_\_\_

Please list any other skills, license or certificates that may be job-related or that you feel would be of value to this job or company.

Yes  No Have you been given a job description or had the requirements of the job explained to you?

Yes  No Do you understand the requirements?

Yes  No Can you perform the requirements of this job with or without reasonable accommodations?

Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical.

**MOST RECENT EMPLOYER**

Yes  No Are you currently working for this employer?  
 Yes  No If yes, may we contact?

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 TO \_\_\_\_\_ FROM \_\_\_\_\_  
 DATES EMPLOYED \_\_\_\_\_ JOB TITLE \_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_  
 \_\_\_\_\_  
 DUTIES \_\_\_\_\_  
 \_\_\_\_\_  
 PER \_\_\_\_\_  
 SALARY (HOUR, WEEK, MONTH) \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

**SECOND MOST RECENT EMPLOYER**

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 TO \_\_\_\_\_ FROM \_\_\_\_\_  
 DATES EMPLOYED \_\_\_\_\_ JOB TITLE \_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_  
 \_\_\_\_\_  
 DUTIES \_\_\_\_\_  
 \_\_\_\_\_  
 PER \_\_\_\_\_  
 SALARY (HOUR, WEEK, MONTH) \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

**THIRD MOST RECENT EMPLOYER**

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 TO \_\_\_\_\_ FROM \_\_\_\_\_  
 DATES EMPLOYED \_\_\_\_\_ JOB TITLE \_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_  
 \_\_\_\_\_  
 DUTIES \_\_\_\_\_  
 \_\_\_\_\_  
 PER \_\_\_\_\_  
 SALARY (HOUR, WEEK, MONTH) \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

**REFERENCES**

Include only individuals familiar with your work ability. Do not include relatives.

Name	Address/Phone	Years Known/Relationship

**COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION AND RELEASE**

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize that company and/ or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

SIGNATURE	DATE
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