

Application Kit - Bristol Bay Science and Research Institute, 2005.

Dear Applicant:

Your Name: _____

Welcome. Please read the project descriptions below and indicate your level of interest (high, medium, low or none) in **all** of the various projects/positions listed below by checking the appropriate boxes and include this sheet with your application. You should note that the greater the number of positions you express an interest in filling, the greater the chance that a position will be open for you! Keep in mind that positions at remote sites (not in Dillingham or King Salmon) may receive a pay premium over the in-town jobs. Travel to and from jobsites is provided *from within Bristol Bay*. Hires not from Bristol Bay or who are not *in* Bristol Bay at the time of their term of employment will need to make their own travel arrangements to get to either King Salmon or Dillingham (depending upon the project(s) for which they have been hired).

Project	Location	Job Type	Approximate dates of employment ^a	High	Medium	Low	None
BBSRI Office Manager ^b	King Salmon	Office Manager	early June to late July				
Port Moller test fishery	Port Moller based fishing vessel	Fisheries Technician	early June to early July				
Commercial catch sampling	King Salmon	Fisheries Technician	early June to late July				
Commercial catch sampling	Dillingham	Fisheries Technician	early June to late July				
Smolt project(s)	Yet to be identified field camp	Fisheries Technician	Mid May to mid June				

a: All dates are somewhat fluid and depend on run timing and size.

b: This position may require an earlier start than listed, possibly in Anchorage

BBSRI Office Manager

This is a new position for the 2005 season. This person will manage the BBSRI seasonal office at the Southwest Alaska Vocational Educational Center (SAVEK) in King Salmon. The primary function of this position is **to facilitate the timely delivery of all project data** to the appropriate ADF&G and BBSRI personnel. This fast-paced position will require someone who is computer literate, can effectively manage people, is detail oriented and capable of multi-tasking. In addition to coordination with ADF&G, this person will coordinate and maintain employee paperwork, payroll timesheets and expense account related material (receipts) for all projects. This person will assist with other administrative tasks such as travel arrangements for BBSRI personnel. This is a professional position and pay will be commensurate with the applicant's experience. Applicants who wish to be considered for this position should submit a resume that highlights their level of computer literacy and outlines relevant management experience in addition to the attached general application for employment.

Port Moller test fishery

Technicians working this project will be *living and working aboard* a fishing vessel (~60 ft) that is chartered for the project. This test fishery is conducted as a series of two-day trips out of Port Moller (on the Alaska Peninsula 232 miles southwest of King Salmon). The boat travels offshore approximately 70 miles, stopping every 10 miles to set a gillnet for about an hour. The vessel then returns along the same transect the next day, repeating the routine. BBSRI technicians assist in picking the net, collect scales and

other basic biological information from the catch, and store the catch on ice for delivery. The vessel offloads its catch (and data) every other day at the Peter Pan Seafood plant in Port Moller.

Catch Sampling, King Salmon and Dillingham

Technicians collect scales and other biological information from the salmon catch at processing plants around Bristol Bay. All samplers will report to SAVEK in King Salmon around the second week of June for several days of training and then be based either in King Salmon or Dillingham. Personnel based in King Salmon are supplied with room and board at SAVEK and have access to project vehicles to get to and from the jobsite (local fish plants in Naknek).

Dillingham-based samplers will need look after their own room, board and transportation. Sampling will primarily occur at the Peter Pan Seafood plant in downtown Dillingham, although samplers will periodically (approximately once a week) need to travel by air to Togiak, Clark's Point, or elsewhere in order to gather samples. Although somewhat routine, these trips may be scheduled with little notice and sometimes require overnight stays. Therefore, we are looking for Dillingham-based samplers with few other commitments during the fishing season. We anticipate that at least one Dillingham-based sampler will be required into the first week of August to sample the later salmon runs.

Smolt Sampling

Although details have yet to be worked out, BBSRI will likely be involved in at least one smolt project during the 2005 season. This will most likely involve living in at a remote field camp while sampling the outmigrating smolts (small salmon migrating to sea, predominately during the nighttime). Experience with small boats and capture gear used for juvenile fish, such as fyke nets are an asset.

Other BBSRI projects

The above list includes all BBSRI projects confirmed for the 2005 field season. Note that it is likely that other projects will be added before the summer field season's start. These new projects might require that BBSRI hire additional Fisheries Technicians. If so, these positions would most likely be summer (i.e., some period of time between mid May and mid August) seasonal positions within the Bristol Bay region. To the extent possible, we strive to extend the length of employment of existing employees with these new opportunities. Therefore the time periods for the positions listed in the table above should be considered minimums.

Submission of Materials

To receive full consideration, applicants must submit this completed application packet (for all Fisheries Technician positions) and a resume (Office Manager applicants only). Although we will continue to consider new applicants right up to the field season, we have established a deadline of April 15th for guaranteed consideration for all positions. Therefore, we will not fill any positions until after April 15th. After that date we will continue to consider applicants as long as positions remain unfilled. Please direct any inquiries and all submissions to the contact information below:

Contact Information

Greg Buck
Bristol Bay Science and Research Institute
c/o 1101 E 76th Ave. Suite B
Anchorage, AK 99518
Phone: (907) 562-3339
Fax: (907) 562-7223
Email: gbuck@lgl.com

Bristol Bay Science and Research Institute



General Application For Employment Contact Information

Position(s) you are applying for:	Fisheries Technician	Office Manager
Full legal name:		Date of Application:
Current mailing address:		Social Security Number:
Home phone number:	Work phone number:	Email Address:
Date of Birth:		

Employment History

Most recent Employer:		Job Title:
Address:		Brief Description of Job Duties:
City	State	
Phone:	Zip Code	
Supervisor's Name		Phone:
Base Salary:	Dates Worked: From _____ To _____	Reason for Leaving:

Employer:		Job Title:
Address:		Brief Description of Job Duties:
City	State	
Phone:	Zip Code	
Supervisor's Name		Phone:
Base Salary:	Dates Worked: From _____ To _____	Reason for Leaving:

Employment History - Continued

Employer		Nature of Business	Job Title:
Address:		Phone:	Brief Description of Job Duties:
City	State	Zip Code	
Supervisor's Name		Phone:	
Base Salary:	Dates Worked: From _____ To _____		Reason for Leaving:

Educational History

<i>School Name</i>	<i>City/State</i>	<i>Field of Study</i>	<i>Dates Attended</i>		<i>Degree</i>	<i>Graduation Date</i>
			<i>From</i>	<i>To</i>		
<i>High School</i>						
<i>Technical/Trade</i>						
<i>College/University</i>						
<i>Other Education or Training</i>						

Additional information (Exclude any information indicating race, color, religion, sex, national origin, age, or handicap)

Professional Memberships:

Current Certificates and/or licenses:

Past or Present Civic or Cultural Activities – Include offices held:

Hobbies:

Special Skills

<i>Wilderness/survival/first aid skills</i>	<i>Some Details of Experience</i>	<i>Years</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<i>Boat operation, maintenance</i>		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<i>Computer skills</i>		
<input type="checkbox"/> Hardware <input type="checkbox"/> Software (list)		

Please list (with short description) any other relevant skills and/or equipment experience you might have:

Do you have a current driver's license? *Yes* *No*

Drivers License State and Number: _____

Military History

Branch of Service:

From:

To:

Present Military Affiliation:

None *Reserves (active)* *Reserve (inactive)*

Military Occupational Specialty (MOS):

Work References (please provide at least two)

<i>Name</i>	<i>Title/Relationship</i>	<i>Address</i>	<i>Phone Number</i>	<i>Occupation</i>

May we contact your most recent employer? YES NO

Are you a resident of a Bristol Bay community? (This is not a requirement for employment.)

YES NO If Yes, community: _____

Dates Available for work:

From: _____ To: _____

We are an Equal Opportunity Employer, and as such we do not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purposes.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Print Name

Signature

Date

If any of your educational or employment records are under other than the above name, please provide other names:
