

Trainer Checklist & Application

Instructions: Please complete this form and submit electronically or by mail. Use additional paper if necessary to write clear and complete responses. ***The deadline to apply is December 31, 2014.***

NAME:

DATE:

ELIGIBILITY CHECKLIST

PFI member?

- I am a member of Practical Farmers of Iowa.
- I am NOT a member. – **(This program is for PFI members. Become a member by logging onto <http://practicalfarmers.org/get-involved/join-or-renew>. Then continue the application).**

Farm in Iowa?

- I farm in Iowa.
- I do NOT farm in the state of Iowa. – **(Sorry! Practical Farmers' Labor4Learning committee has decided to limit PFI trainers to farms in Iowa.)**

Are you currently enrolled in PFI's Savings Incentive Program? (Current SIP enrollees are not eligible. However, SIP mentors are eligible and encouraged to apply).

- No
- Yes – **(Sorry, you are not eligible. Please stop here.)**

Ready to participate?

- I will participate as a trainer in the Labor4Learning Program. As a participant, I agree to:**
 - 1)** Interview and hire a PFI trainee as a farm employee and pay them at least the minimum wage. I will fulfill my wage reporting and other legal responsibilities as a farm employer. **To learn more about these requirements, or get additional contact information for regulatory agencies, see the PFI website: [Farm Employment FAQ](#)**
 - 2)** Communicate with PFI staff before, during and at the end of the term of employment for the Labor4Learning Program to help staff evaluate and improve it.
 - 3)** Develop a list of learning outcomes throughout program with the trainee and return a scored evaluation of training (self-assessment and trainee assessment) upon completing the term of employment. **(Note: Training time may be flexible, on-the-job or of an informal nature, and should take about 1-2 hours per week).**
 - 4)** Provide a paid day off for the trainee to attend a PFI event of his or her choice held during the term of employment.
 - 5)** Carry a workers' compensation and general business liability insurance policy to protect my farm and / or farm worker in the event of a workplace accident or injury.
- I understand that failure to meet these requirements will result in dismissal from the program and / or termination of the stipend award agreement.

If you are not able or willing to meet all of these requirements for participation in PFI's Labor4Learning Program, please stop here and consider applying again in the future.

For office use only:

Enroll Date: _____ # of years a member: _____ Lapsed? _____

APPLICATION

I. Contact Information – (We'll ask for your farm information on the next page).

Name:

Your farm spouse and / or partner (if applicable):

Email(s):

Phone(s):

Address:

City:

ZIP:



II. Personal Information

Why do you think you would be a good mentor / teacher / trainer? (75 words or fewer)

How many years have you been farming?

Please describe your qualifications for working with employees (years experience, number of employees hired, etc.). (150 words or fewer)

Please share how you are active in mentoring or volunteering in your community. Please include your work with other individuals or organizations (such as non-profit, government, religious, etc.)

Please list up to five PFI events (workshops, conferences, field days, live farminar broadcasts, etc.) that you have attended from November 1, 2010 to the present.

APPLICATION – (Cont'd)

III. Farm Information – <i>If selected, PFI will use this information to help promote your training opportunity.</i>		
Farm Name:	County:	
Farm Enterprise(s) (e.g.: row crops, beef cattle, poultry, pork, horticulture, cut flowers, tree crops, etc.):		
Production Practices (e.g.: conventional, ridge tillage, no-till, strip-till, extended crop rotations, cover crops, Organic, Certified Naturally Grown, managed grazing, no antibiotics, non-GMO, grass-finished, etc.)		
Describe farm products and markets where they are sold (75-150 words) (e.g.: fresh produce for wholesale contracts, packaged meats by the cut at farmers markets and specialty grocers, corn and beans for commodity markets, commodity beef cattle, fresh produce for Community Supported Agriculture, farmstead cheese to local markets, hogs for Niman Ranch, commodity hogs, etc.):		
Who is the primary person responsible for the day-to-day training of the PFI Trainee?		
Has this person or the farm had any past labor law violations? (If yes, please explain):		
	No	Yes
Farm website:	Facebook Page:	
IV. Farm Employment Details – <i>Please provide an answer to each number below.</i>		
1). Job Title:		
2). Term of Seasonal Employment	Start date (approx.):	End date (approx.):
3). Hours per week:	40+ (full-time)	20 (part-time) Variable
4). Employee Status:	Hourly	Salary
5). Pay Rate: (Please check one)	Commensurate with Experience	Fixed
Proposed minimum hourly wage: \$		
6). Benefits offered (if any):		
7). On-farm housing available?	No	Yes (If yes, please describe):
8). Describe work activities on the farm (75 words or less):		

APPLICATION – (Cont'd)

Minimum employee qualifications (e.g.: Able to work outside in all weather, stand for long periods of time, lift at least 50 pounds, possess a valid drivers' license):

Employee skills desired (e.g.: livestock experience, tractor experience, bookkeeping, etc.):

I prefer job applicants contact me with inquiries by: Phone Email Mail Facebook

V. References:

Please list three non-relative references, such as farmer colleagues, etc. Include a phone number and email address for each. At least one must be a past farm employee or volunteer who you trained or managed.

1). Name:	Relationship:
Phone:	Email:
2). Name:	Relationship:
Phone:	Email:
3). Name:	Relationship:
Phone:	Email:

Please take a moment to review your information for accuracy. Only complete applications will be considered by the Selection Committee.

I have read my answers and attest that the above information is true and accurate to the best of my knowledge.

Return this form by email to steve@practicalfarmers.org, or mail to:

Steve Carlson
Beginning Farmer Consultant
Practical Farmers of Iowa
600 Fifth Street
Suite 100
Ames, IA 50010

Questions? Please call (515) 232-5661

**** Applications are due by Wednesday, December 31, 2014. ****

Your application is confidential. It will be screened by Practical Farmers staff and evaluated by the Labor4Learning committee – a panel of PFI members. Selected PFI trainers will be announced in January. Please note that completing this form does not guarantee your acceptance as a trainer.

Thank you for applying!