

# BIG STONE SOIL AND WATER CONSERVATION DISTRICT

## APPLICATION FOR POSITION

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### I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Big Stone Soil and Water Conservation District to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, nation origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

### II. DATA PRIVACY NOTICE

The information requested on this application is intended to be used by the Big Stone Soil and Water Conservation District in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the District being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the District may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application, which is classified as private data under the Minnesota Government Data Practices Act, will not be released outside the District without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

### III. POSITION DESIRED

Title of position for which you are applying: \_\_\_\_\_

Date Available to Begin Employment: \_\_\_\_\_

### IV. PERSONAL DATA

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Are you a U.S. citizen, or legally eligible to hold employment in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any special needs which may necessitate accommodations in the application/interview process?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the type of accommodations requested:

\_\_\_\_\_  
\_\_\_\_\_

List all other names under which you have been employed or under which your employment or educational records may be found:

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## V. WORK/VOLUNTEER EXPERIENCE

List all work and volunteer experience, most recent to be listed first.

**Employer Name** \_\_\_\_\_

Employer Address \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

Dates of Employment/Experience \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Employer Name** \_\_\_\_\_

Employer Address \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

Dates of Employment/Experience \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Employer Name** \_\_\_\_\_

Employer Address \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

Dates of Employment/Experience \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## VI. LICENSURE

List current licenses, registrations, or certificates relevant to the position for which you are applying.

License/No.	Issued By	Date	Expiration
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\_\_\_\_\_

\_\_\_\_\_

*All applicable licenses or certifications must be received prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.*

**VII. EDUCATION**

Include high school and/or institution issuing GED and any additional education/courses taken. Do not list dates of attendance for high school. List most recent first.

Name of School \_\_\_\_\_  
Address of School \_\_\_\_\_  
Degree/Diploma Received \_\_\_\_\_  
Major/Minor \_\_\_\_\_  
Dates of Attendance \_\_\_\_\_

Name of School \_\_\_\_\_  
Address of School \_\_\_\_\_  
Degree/Diploma Received \_\_\_\_\_  
Major/Minor \_\_\_\_\_  
Dates of Attendance \_\_\_\_\_

Name of School \_\_\_\_\_  
Address of School \_\_\_\_\_  
Degree/Diploma Received \_\_\_\_\_  
Major/Minor \_\_\_\_\_  
Dates of Attendance \_\_\_\_\_

Name of School \_\_\_\_\_  
Address of School \_\_\_\_\_  
Degree/Diploma Received \_\_\_\_\_  
Major/Minor \_\_\_\_\_  
Dates of Attendance \_\_\_\_\_

**VIII. REFERENCES**

These should be people in a position to discuss your qualifications for the position you seek. Include managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The District reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Name of Reference \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Name of Reference \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**IX. PERSONAL STATEMENT**

Please indicate why you are interested in the position and what you hope to accomplish, if selected.

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**X. CERTIFICATION, ACKNOWLEDGMENT AND RELEASE**

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal, should I be employed by the District.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the District Board of Supervisors and that until such approval, the District shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application I hereby authorize any and all former employers, organization where I have volunteered (volunteer organizations), and references named in this application, or any agent of such former employer or volunteer organization, to release to the District and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the District will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

I hereby release the District and all former employers, volunteer organizations, and references listed herein and any and all agents acting on behalf of said District, former employers, volunteer organizations or references, of any and all liability of whatever nature by reason of requesting or providing such information.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\*Notice to Applicant: If you do not agree with any portion of the acknowledgment, certification, authorization and release, cross out that section and initial it. Doing so can remove you from consideration for this position.