

APPLICATION FOR EMPLOYMENT
Wilkin Soil and Water Conservation District

I. Data Privacy Notice

The information requested in this application is intended to be used by the Wilkin 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 Wilkin Soil and Water Conservation 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 Wilkin Soil and Water Conservation District may be unable to provide the necessary accommodations if you do not provide the information in Section II. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the Wilkin Soil and Water Conservation District without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

II. Personal Data:

Name: _____ Soc. Security Number: ____ - ____ - ____

Address: _____

Home Phone: _____ Alternate Phone: _____

Are you either 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 below:
accommodations requested: _____

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

III. Work Experience:

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

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates of Employment: _____ Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates of Employment: _____ Reason for Leaving: _____

III. Work Experience Continued

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates of Employment: _____ Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates of Employment: _____ Reason for Leaving: _____

IV. Licensure

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

<u>Licenses/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expiration</u>
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V. Education

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

Name of School: _____ Name of School: _____

Address of School: _____ Address of School: _____

Degree/Diploma: _____ Degree/Diploma: _____

Major/Minor: _____ Major/Minor: _____

Dates of Attendance: _____ Dates of Attendance: _____

Name of School: _____ Name of School: _____

Address of School: _____ Address of School: _____

Degree/Diploma: _____ Degree/Diploma: _____

Major/Minor: _____ Major/Minor: _____

Dates of Attendance: _____ Dates of Attendance: _____

VI. References

The Wilkin Soil and Water Conservation District reserves the right to contact all prior employer, educational institutions or institutions where you have volunteered in addition to the references listed below.

Name of Reference: _____

Address: _____

Phone Number: _____

Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____

Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____

Title: _____

VII. Criminal Background Information

Have you ever been convicted (or charged) with a misdemeanor or a felony? _____
If yes, please explain the nature of the charge and the circumstances.

VIII. Prior Employment

Have you ever been discharged or forced to resign from prior employment? _____
If so, identify the employer and describe the circumstances.

IX. Personal Statement

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

X. Unexcused Absences from Work

How many days were you inexcusable absent from work during the preceding (3) years other than absences due to illness or injury of you or your immediate family? _____

XI. Certification, Acknowledgement 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 immediate dismissal should I be employed by the Wilkin Soil and Water Conservation District.

In connection with this application **I hereby authorize** any and all former employers, organizations where I have volunteered (“volunteer organizations”) and references named in this application, or any agent of such a former employer or volunteer organization, to release to the Wilkin Soil and Water Conservation 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 Wilkin Soil and Water Conservation 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 Wilkin Soil and Water Conservation District and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of the Wilkin Soil and Water Conservation District, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date _____ Signature _____
(Do Not Print)

XII. Equal Employment Opportunity

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