

Carlton County Soil & Water Conservation District

Application for Employment

Date _____ Social Security Number _____

Name(last, first, m.i.) _____

Phone _____

Present Address (street, city, state, zip)

Are you over the age of 18? ___yes ___no. (If no, employment is subject to verification of minimum legal age by age certificate or work permit.)

Do you have the legal right to live and work in the US? ___yes ___no. (If not a US citizen, please provide proof that you can be legally employed in the US (INS Forms I-15, I-94, I-551, etc.) If hired, proof of identity and authorization to work in the US will be required, within three days.)

Have you served in the US Armed Forces? ___yes ___no

_____Entry Date _____Discharge Date

Do you have steady transportation to work? ___yes ___no

Do you have a valid license? ___yes ___no

If so, expiration date _____ state of issue _____

Have you ever been convicted of a felony (conviction will not necessarily disqualify the applicant from consideration of employment)? ___yes ___no

If yes, state details (date, court, offense, place of occurrence)

Have you ever held a position of trust (handling money, securities, or confidential material)?

___yes ___no

Position applied for (must list specific position): _____

Do you wish: full-time work _____ part-time work _____ temporary work _____

Date available for employment: _____ Hours available: _____

Are you presently employed? ___yes ___no

If now employed, may we contact your present employer? ___yes ___no

Why do you desire to make a change in employment at this time?

Have you ever been discharged or asked to resign from a position? ___yes ___no

EDUCATION				
Type of School	Name and Address of School	Major Course of Study	Circle Year Completed	Graduate
Elementary			5 6 7 8	__Y __N
High School			1 2 3 4	__Y __N
Vocational or Business School			1 2 3 4	__Y __N
College			1 2 3 4	__Y __N
Graduate School			1 2 3 4	__Y __N
Other (Specify			1 2 3 4	__Y __N

Describe any other specialized training (such as technical, correspondence, or night school courses):

SPECIAL QUALIFICATIONS

Specify professional designations, certifications, licenses, or registrations held:

List other skills, which would be of assistance in determining qualifications for employment:

Describe your interest in working for the Carlton Soil and Water Conservation District:

EMPLOYMENT RECORD (Start with present or last employer and work back. Please account for the last 3 jobs in your work history.):

Employer's name and address

Dates of employment: From _____ to _____

Job title _____

Salary: Start _____ End _____

Reason for leaving _____

Name of supervisor _____

Duties in brief _____

Employer's name and address

Dates of employment: From _____ to _____

Job title _____

Salary: Start _____ End _____

Reason for leaving _____

Name of supervisor _____

Duties in brief _____

Employer's name and address

Dates of employment: From _____ to _____

Job title _____

Salary: Start _____ End _____

Reason for leaving _____

Name of supervisor _____

Duties in brief _____

REFERENCES (List three references):

Name

Title _____

Address _____

Phone _____

Name

Title _____

Address _____

Phone _____

Name

Title _____

Address _____

Phone _____

I authorize the Carlton SWCD to check my statements, schools, former employees, and references. I certify all the information on this application to be true and agree that any misrepresentation or concealment of a material fact will be sufficient charge for dismissal.

Signature of
Applicant _____

EEO: Candidates will be considered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status or handicap.\

Completed applications (including resume and cover letter) can be mailed to:

Carlton SWCD
P.O. Box 29
Carlton, MN 55718

Or emailed to contact@carltonswcd.org

Or dropped off at the SWCD office at 115th St (across from the Carlton Feed Mill) in Carlton, MN

Application Deadline is 4:30 on Friday May 27, 2011