

SOIL CONSERVATION DISTRICT

Attention:
Address:

Employment Application

Position: _____

Page 1

APPLICANT INFORMATION

Last Name _____ First _____ M.I. _____ Date _____

Street Address _____ Apartment/Unit# _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

Date Available _____ Social Security # _____

Do you have a valid state driver's license? YES ___ NO ___ If yes, has your license ever been suspended or revoked?
YES ___ NO ___ If yes, explain _____

Are you a citizen of the United States? YES ___ NO ___ If no, are you authorized to work in the U.S.? YES ___ NO ___

Have you ever been convicted of a felony? YES ___ NO ___ If yes, explain _____

This position is classified as full time. Hours: Monday- Saturdays possible. Are you willing to work forty hour weeks?
YES ___ NO ___

Spring /summer responsibilities will require more than 40 hrs per week.

This position will require occasional other evening or weekend hours. Will you be willing to work extra hours if needed?
YES ___ NO ___

EDUCATION

High School Name: _____ Address _____

Did you graduate? YES ___ NO ___ Diploma: YES ___ NO ___ GED: YES ___ NO ___

College or vocational school _____ Address _____

Did you graduate? YES ___ NO ___ Degree(s) _____

College or vocational school _____ Address _____

Did you graduate? YES ___ NO ___ Degree(s) _____

REFERENCES

*Please list three **professional** references. (References should **NOT** be personal friends or family members of the applicant.)*

Full Name _____ Relationship _____

Company _____ Phone () _____

Address _____

Full Name _____ Relationship _____

Company _____ Phone () _____

Address _____

Full Name _____ Relationship _____

Company _____ Phone () _____

Address _____

Employment History: (Provide detail; do not use "see resume.")

- Answer all questions completely. If there is additional detail needed, attach it to the application form.
- Start with your current or last job – include armed forces service and self employment.
- List ALL employment, even part time work. An additional page is included at the end of the application make additional copies as needed.

PREVIOUS EMPLOYMENT

(If currently employed – We WILL NOT contact your current employer.)

1 | Employer Phone ()
 Address Supervisor
 Job Title Starting Salary \$ Ending Salary \$
 Describe work (Duties) performed:
 Dates employed (months & years): Reason for Leaving:
 From To

2 | Employer Phone ()
 Address Supervisor
 Job Title Starting Salary \$ Ending Salary \$
 Describe work (Duties) performed:
 Dates employed (months & years): Reason for Leaving:
 From To

3 | Employer Phone ()
 Address Supervisor
 Job Title Starting Salary \$ Ending Salary \$
 Describe work (Duties) performed:
 Dates employed (months & years): Reason for Leaving:
 From To

4 | Employer Phone ()
 Address Supervisor
 Job Title Starting Salary \$ Ending Salary \$
 Describe work (Duties) performed:
 Dates employed (months & years): Reason for Leaving:
 From To

Complete last page of this application if you have additional employment. Make an additional copy if needed List ALL employment history.

VETERANS PREFERENCE

Branch From To
Rank at Discharge Type of
Discharge

If other than honorable,
explain

Veteran Eligibility: You must be a North Dakota resident and have served in active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See North Dakota Century Code 37-19.1.

Do you claim preference as a:

- Veteran NO__ YES__ - Attach DD-214, Report of Separation
- Disabled Veteran NO__ YES__ - Attach DD-214, & Letter less than 1 yr. old from veterans' administration indicating disability
- Spouse of Disabled Veteran NO__ YES__ - Attach copy of marriage certificate, DD-214, & Letter less than 1 yr. old from veterans' administration indicating disability
- Spouse of Deceased Veteran NO__ YES__ - Attach copy of marriage certificate, DD-214, & veteran's death certificate

DISCLAIMER AND SIGNATURE

I certify that all information contained in the application and any other attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application. If this application leads to employment, I understand that false or misleading statements, or omission of material fact in my application, resume, or interview MAY BE SUFFICIENT CAUSE FOR DISMISSAL.

I authorize Soil Conservation District the ability to investigate all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. I authorize a representative of Soil Conservation District to contact my previous employers, references and others for the purpose of conducting reference and background checks. These checks will be done in advance of selection of interview candidates.

I further acknowledge that if I choose to submit this application/resume/and other documents digitally for the purpose of seeking employment, my typed name on these documents will be considered my signature.

Applicants Signature Dat
e

All information provided is subject to the North Dakota Open Records Law.

Equal Opportunity Employer

The Soil Conservation District is an equal opportunity employer. It is the policy of the District to recruit, hire, train and promote employees without discrimination because of race, color, religion, gender, sexual orientation, political beliefs, age, creed, status of marriage or public assistance, national origin, or physical or mental disability except where specific age or physical requirements are a bona fide occupational qualification.

A resume is required detailing: special skills, qualifications or accomplishments related to the position you are applying for (include skills with computers, other equipment, public speaking, grant writing, publications, etc.).

Submit your signed application with resume to the address on the first page.

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