

Application for Employment

Martin Soil and Water Conservation District
923 North State Street, Suite 110
Fairmont, MN 56031
507-235-6680

I. Equal Employment Opportunity

It is the policy of Martin SWCD 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.

II. Data Privacy Notice

The information requested on this application is intended to be used by Martin SWCD 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 Martin SWCD being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, Martin SWCD 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 Martin SWCD 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: _____
Last First Middle

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

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

Yes No

Have you previously worked for Martin SWCD?

Yes No

If yes, position held/dates of employment: _____

Do you have any special needs which may necessitate accommodations in the application/interview process? Yes No

If yes, please describe the type of accommodation requested:

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

V. Work/Volunteer Experience

List all work experience, whether or not relevant to this position, and all relevant volunteer experience, most recent to be listed first.

Employer Name: _____

Employer Address: _____

Employer Phone Number: (_____) _____ - _____

Job Title: _____

Job Duties: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Employer Phone Number: (_____) _____ - _____

Job Title: _____

Job Duties: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____
Employer Address: _____
Employer Phone Number: (_____) ____ - _____
Job Title: _____
Job Duties: _____

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Employer Address: _____
Employer Phone Number: (_____) ____ - _____
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Job Duties: _____

Dates of Employment/Experience: _____
Reason for Leaving: _____

Employer Name: _____
Employer Address: _____
Employer Phone Number: (_____) ____ - _____
Job Title: _____
Job Duties: _____

Dates of Employment/Experience: _____
Reason for Leaving: _____

Attach additional sheets if necessary.

VI. Licensure

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

<u>License/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expiration</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All applicable licenses or certifications must be received in the Personnel Office 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: _____

List/describe any other training, experience, or skills relevant to the position for which you are applying: _____

VIII. References: These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. Martin SWCD 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: _____
Address: _____
Phone Number: (____) ____ - _____ Title: _____

Name of Reference: _____
Address: _____
Phone Number: (____) ____ - _____ Title: _____

Name of Reference: _____
Address: _____
Phone Number: (____) ____ - _____ Title: _____

IX. Criminal Background Information

The District may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job posting for this position to determine if such a check will be conducted. If the job posting or other application material states that a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the District, and formal approval by the appointing authority.

X. Veteran Status

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points? Yes No
Do you wish to claim Veteran's Preference Points? Yes No
If you are a disabled veteran and wish to claim additional points, please check here.

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 form or forward it within five (5) business days.

XI. Prior Employment

Have you ever been discharged or forced to resign from a prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff?
Yes No

If so, identify the employer and describe the circumstances:

XII. Personal Statement

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

XIII. Unexcused Absence from Work

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

XIV. 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 my immediate dismissal should I be employed by Martin SWCD.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the Martin SWCD Board of Supervisors and that until such approval that Martin SWCD 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 current and 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 Martin SWCD 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 Martin SWCD 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 Martin SWCD and all former employers, volunteer organizations, and references listed herein and any and all agents acting on behalf of Martin SWCD, 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)

