



**CLEARWATER SOIL AND WATER CONSERVATION DISTRICT
APPLICATION FOR EMPLOYMENT**

I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Clearwater 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, and 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 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 the SWCD being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for your completing your application or the interview process, the SWCD may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application is classified as private data under the Minnesota Government Data Practices Act and will not be released outside the SWCD without consent except as necessary for tax purposes or 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

Full Name: _____

Social Security Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Alternative Phone: _____

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

Yes No

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

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 (Do not write "See Resume")

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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License No.	Issued By:	Date:	Expiration:
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All applicable licenses or certifications must be received in the SWCD 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 OED 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: _____

Attach additional sheets if necessary to list/describe any other training and/or experience 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. The SWCD reserves the right to contact MI prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

▪ Name of Reference: _____
Address: _____
Phone Number: _____ Title: _____

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Address: _____
Phone Number: _____ Title: _____

▪ Name of Reference: _____
Address: _____
Phone Number: _____ Title: _____

IX. 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.

X. PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment? _____

If so, identify the employer and describe the circumstances: _____

XI. PERSONAL STATEMENT

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

XII. UNEXCUSED ABSENCES 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?

XIII. CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE

At some point in the application process, a signed statement of certification, acknowledgement and release with the applicant's signature will be required of the applicant testifying to the accuracy of this application, acknowledging that any job offer is the final decision of the SWCD Board, confirming the authorization for release of information from references or former employers, and releasing the SWCD of liability in relation to this application.

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 the SWCD.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the SWCD Board of Supervisors and that until such approval that the 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 former employers, or organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such former employers or volunteer organizations, to release to the 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 the 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 the SWCD and all former employers, volunteer organizations and references listed herein and any and all agents on behalf of said SWCD, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

I understand that employment with the Clearwater SWCD is contingent on satisfactory approval of a background investigation check.

Date: _____ Signature: _____
(Do Not Print)

* Notice to Applicant: If you do not agree with any portion of the acknowledgement, certification, authorization and release, cross out that section and initial it.

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, Clearwater Soil and Water Conservation District is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for Clearwater Soil and Water Conservation District job openings.

You are not required to provide this information; however, it is necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary unless you are hired. If hired you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, Clearwater Soil and Water Conservation District will not be able to consider you for employment. The use of the private data we collect is limited to that necessary for the administration and management of the hiring process. Persons or agencies with whom this information may be shared include:

1. Personnel Department employees
2. Central Administration employees
3. Heads of department where job openings occur
4. Supervisors in department where job openings occur

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to see and obtain copies of the data maintained on you,
2. Be told the contents and meaning of the data,
3. Contest the accuracy and completeness of the data.

To exercise these rights, contact: Clearwater SWCD District Manager.

I have read and understand the above information regarding my rights as a subject of government data.

Date Signature