

BROWN SOIL AND WATER CONSERVATION DISTRICT APPLICATION FOR EMPLOYMENT

BEFORE COMPLETING THE APPLICATION FORM, PLEASE READ THE FOLLOWING NOTICES TO APPLICANTS.

Brown Soil and Water Conservation District is an Equal Opportunity Employer and will not discriminate on the basis of race, color, creed, national origin, sex, religion, age, marital status, political affiliation, status with respect to receipt of public assistance, and affectional orientation/perceived affectional orientation.

HOW THE MINNESOTA DATA PRACTICES ACT AFFECTS YOU

The Minnesota Government Data Practices Act requires us to inform you of your rights as they pertain to the information you provide when filling out the Application for Employment. Under the Act, certain application information is considered public. This information includes test scores, status as a veteran, job history, education and training, and work availability.

Your name is private until you are selected to be interviewed for employment by Brown Soil and Water Conservation District. If you are hired, you will be notified of the additional information about you that will become public. Information not listed above which accompanies your application is made private by law, and will not be shared with anyone but you, and those members of our staff and supervisors who must use it to process your application and to conduct normal Brown Soil and Water Conservation District business. Other agencies may be authorized by state or federal law to receive information from your file to include the Federal Equal Employment Opportunity Commission, and the state departments of Human Rights or Civil Rights. Otherwise, no private record of you will be shared with any outside person or agency without your formal consent or valid court order.

PURPOSES AND USES

The information requested is used for the following reasons:

- to distinguish you from other applicants
- to meet federal and state reporting requirements
- to make processing more efficient
- to enable us to ensure your rights to equal opportunity
- to enable us to contact you when additional information is required, to send you notices and/or to schedule interviews
- for other purposes deemed necessary in the administration of personnel of Brown Soil and Water Conservation District

EFFECTS OF NON-DISCLOSURE

You are not legally required to supply any of the data we ask for on your application, but if you choose to withhold it, your application will not be complete, and you may not be considered for employment. If you do provide the data, your application will be considered, and if you are employed, the information you have given us will become part of your employee record.

I have read the information above on and the MN Data Practices Act and the Brown Soil and Water Conservation District's non-discrimination policy.

Signature of Applicant

Date

IMPORTANT! Please fill out all pages fully and accurately using dark ink or typewriter.

Name (Last, First, MI) _____ Home Phone _____

Mailing Address _____ Cell Phone _____

City, State, Zip _____ Work Phone _____

Title of specific position for which you are applying _____

Are you legally authorized to work in the United States? Yes No

Are you a citizen of the United States? Yes No

Are you 18 years of Age or Over? Yes No

Do you have a valid driver's license? Yes No

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

What date are you available to start work? _____

ARMED FORCES SERVICE

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 checked yes you must provide the Brown SWCD with a copy of your DD214 form before the preference points will be granted.**

Check here if you are a disabled veteran or otherwise entitled to claim Disabled Veteran's Preference Points and wish to claim such additional points.

Please list Armed Forces Branch, Rank, Assignments and Special Training while in Service.

CRIMINAL HISTORY & BACKGROUND CHECK

Brown SWCD may request information regarding criminal history in the event that you become a finalist for the position for which you are applying. Further, Brown SWCD may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted. If the job description 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 or other agency, the content of which is acceptable to Brown SWCD, and formal approval by the appointing authority.

EDUCATION

Did you graduate from high school or receive a GED? Yes No

Name and location of last high school attended _____

NAME AND LOCATION OF COLLEGE, UNIVERSITY, TECHNICAL SCHOOL	# OF YEARS COMPLETED	DID YOU GRADUATE?	MAJOR COURSES OF STUDY	CERTIFICATE OR DEGREE
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

WORK EXPERIENCE

List your present or most recent experience first. Please give accurate, complete full-time and part-time employment record. Attach an extra sheet if necessary.

<p>Employer Name _____</p> <p>Address _____</p> <p>_____</p> <p>Phone Number _____</p> <p>Your Job Title _____</p> <p>Supervisor's Name _____</p>	<p>Length of Employment:</p> <p>From ___/___/___ to ___/___/___</p> <p>Total: Years___ Months___</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Reason for Leaving: _____</p> <p>_____</p>
<p>Description of job duties - Be Complete _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Employer Name _____</p> <p>Address _____</p> <p>_____</p> <p>Phone Number _____</p> <p>Your Job Title _____</p> <p>Supervisor's Name _____</p>	<p>Length of Employment:</p> <p>From ___/___/___ to ___/___/___</p> <p>Total: Years___ Months___</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Reason for Leaving: _____</p> <p>_____</p>
<p>Description of job duties - Be Complete _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Employer Name _____ Address _____ _____ Phone Number _____ Your Job Title _____ Supervisor's Name _____	Length of Employment: From ___/___/___ to ___/___/___ Total: Years____ Months____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Reason for Leaving: _____ _____
Description of job duties - Be Complete _____ _____ _____ _____	
Employer Name _____ Address _____ _____ Phone Number _____ Your Job Title _____ Supervisor's Name _____	Length of Employment: From ___/___/___ to ___/___/___ Total: Years____ Months____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Reason for Leaving: _____ _____
Description of job duties - Be Complete _____ _____ _____ _____	
Employer Name _____ Address _____ _____ Phone Number _____ Your Job Title _____ Supervisor's Name _____	Length of Employment: From ___/___/___ to ___/___/___ Total: Years____ Months____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Reason for Leaving: _____ _____
Description of job duties - Be Complete _____ _____ _____ _____	

Brown SWCD may contact the employers listed unless you indicate those whom you do not want us to contact.

DO NOT CONTACT: _____

Reason: _____

Please indicate which of the following software programs that you have a strong working knowledge of:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Outlook or Email | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> GIS / ARC MAP | <input type="checkbox"/> Other: _____ |

Summarize special skills and qualifications acquired from employment or other experiences:

REFERENCES

Please list three individuals 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 or volunteered. These should not include any individuals related to you. The SWCD reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to the references listed below:

NAME	PRESENT ADDRESS	PHONE NUMBER	OCCUPATION AND RELATIONSHIP

TO BE READ AND SIGNED BY THE APPLICANT

The information I have supplied on this application and by way of any oral statements is true and correct. I am aware that information about myself, past work history, performance, and character will be obtained and reviewed, base on the information I have presented here. I understand that any misstatements or misleading omissions will be considered sufficient cause for rejection as a candidate or for immediate discharge.

I understand that Brown Soil and Water Conservation District prohibits the use, sale, distribution, dispensations, manufacture or possession of alcohol or a controlled substance on Company job sites, Company property, or during working time, and prohibits any employee from working for Brown Soil and Water Conservation District while under the influence of or impaired by alcohol or any controlled substance.

I understand that, as a condition of any offer of employment, I am required by federal law to produce documentary evidence of identify and authorization to work in the United States. If documents are not produced within three working day of date of hire, employment will terminate.

I acknowledge that I have read and understand this agreement, and have signed this release voluntarily and of my own free will.

Signature of Applicant

Date