



Employment Application

I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Scott 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, status with regard to public assistance, disability, sexual orientation or age.

II. DATA PRIVACY NOTICE

The information requested in this application process is intended to be used by Scott Soil and Water Conservation District in determining suitability for employment for the position, which you are currently seeking or may seek in the future. At this time, you are not legally required to provide any of the information requested as part of the application process. However, failure to provide complete, accurate information may result in Scott Soil and Water Conservation District being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, Scott Soil and Water Conservation District may be unable to provide the necessary accommodations if you do not provide this information in Section IV. The information you provide in this application process that is classified as private data under the Minnesota Government Data Practices Act will not be released outside Scott Soil and Water Conservation District 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: _____

Desired Wage/Salary: _____

IV. PERSONAL DATA

Name (Last, First, Middle): _____

Address: _____

City, State, ZIP: _____

Home Phone: _____

Alternate Phone: _____

Are you legally eligible to hold employment in the United States? ☐ Yes ☐ No

Do you have any special needs that may necessitate accommodations in the application/interview process?

☐ Yes ☐ No

If yes, please describe the type of accommodation requested:

V. WORK/VOLUNTEER EXPERIENCE

List all work and volunteer experience, most recent to be listed first. **Attach additional sheets if necessary.**

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates: Start _____ Finish _____ Wage/Salary: Start _____ Finish _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates: Start _____ Finish _____ Wage/Salary: Start _____ Finish _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates: Start _____ Finish _____ Wage/Salary: Start _____ Finish _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates: Start _____ Finish _____ Wage/Salary: Start _____ Finish _____

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

All applicable licenses or certificates 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 date of attendance for high school. List most recent first. Attach additional pages if necessary.

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 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. Scott Soil and Water Conservation District 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

Scott Soil and Water Conservation District will request information regarding criminal history in the event that you become a finalist for the position for which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, Scott Soil and Water Conservation District 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 Scott Soil and Water Conservation District, and formal approval by the appointing authority.

X. VETERANS STATUS

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veterans Preference Points? ☐ Yes ☐ No

Do you wish to claim Veterans Preference Points? ☐ Yes ☐ No

If you are a disabled veteran and wish to claim additional points, please check here: ☐

Applicants must supply a copy of their DD214, which must show years of service and type of discharge. Disabled veterans must also supply form FL 21-802, or an equivalent letter from a service retirement board. Each eligible spouse of a disabled or deceased veteran applying for preference points must supply his or her marriage certificate, the veteran's DD214 and FL21-802 or death certificate.

Have you ever been discharged or forced to resign from 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: _____

XIV. CERTIFICATION, ACKNOWLEDGMENT 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 Scott Soil and Water Conservation District.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Scott Soil and Water Conservation District Board of Directors and that until such approval, that Scott Soil and Water Conservation District 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, 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 Scott Soil and Water Conservation District 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 Scott Soil and Water Conservation District 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 Scott Soil and Water Conservation District and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said Scott Soil and Water Conservation District, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Signature _____ Date _____

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