

Application for Employment



1185 Professional Drive, Van Wert, OH 45891

All Van Wert SWCD programs and services are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, age, marital status, or handicap.

(PLEASE PRINT)

Date: _____

Personal Information

Name: Last First Middle

Address: Number Street City State Zip

Phone No.: Social Security No.:

Alternate Phone: Email Address:

Employment Information

Position applying for: Salary Desired:

Date you can start: Full time or part time?

Currently employed? If so, may we inquire of your present employer?

Ever been employed by Van Wert SWCD before? If yes, date:

Reason of leaving:

Are you over 18 years of age? Do you have the legal right to work in the U.S.?

Have you been convicted of any driving violations in the past five years? If so, please explain.

Military Experience

Are you a veteran? Branch of the Service:
Discharge date: Length of service:
Rank:

Education

| School Level | Name and Location of School | Major Areas of Study | Did you graduate? Date |
|--|-----------------------------|----------------------|---------------------------|
| High School | | | |
| College | | | |
| Technical, Business, Trade, or Correspondence School | | | |
| Any Other Education | | | |

Training and Other Qualifications

| Subject or Title of Training | Course Work Area | Length of Training |
|------------------------------|------------------|--------------------|
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| | | |

List any special equipment or machines you can operate: _____

List computer software in which you have skills, including word processing, spreadsheets, database programs, web page design, graphic design, GIS, and /or engineering software. _____

List any additional relevant skills you have: _____

Licenses, Registrations, and Certificates

(Be sure to include any valid driver's license if required for job)

| License/Certificate Issued by | Field/Trade/Specialization | License/Certificate # | Expires |
|-------------------------------|----------------------------|-----------------------|---------|
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Employment Experience

List each job held. Start with our **present** or **last** job. Include military service assignments and volunteer activities. Please submit a resume, including references, in addition to completing this section. If you need additional space, attach extra copies of this page.

| | | | | |
|---------------------|------------------|-------|----|-------------|
| Employer: | Dates | From | To | Job Duties: |
| Address: | | | | |
| Job Title: | Hour Rate/Salary | | | |
| Supervisor: | Starting | Final | | |
| Reason for Leaving: | | | | |
| Employer: | Dates | From | To | Job Duties: |
| Address: | | | | |
| Job Title: | Hour Rate/Salary | | | |
| Supervisor: | Starting | Final | | |
| Reason for Leaving: | | | | |
| Employer: | Dates | From | To | Job Duties: |
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| Employer: | Dates | From | To | Job Duties: |
| Address: | | | | |
| Job Title: | Hour Rate/Salary | | | |
| Supervisor: | Starting | Final | | |
| Reason for Leaving: | | | | |

References

List three people not related to you whom you have known at least one year.

| Name | Address | Business or Relationship | Telephone | Years Known |
|------|---------|--------------------------|-----------|-------------|
| | | | | |
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| | | | | |

Summary of Qualifications

In the area below, describe briefly the experience, education, training, and other factors that qualify you for the position for which you are applying.

Emergency Contact Information

Name of Contact: _____ Relationship: _____

Address: _____
Number and Street City State Zip

Home Phone: _____ Alternate Phone: _____

Release Information and Authorization

Please Read Carefully

I certify that the answers I have made to each and all of the questions in this application are complete and true to the best of my knowledge and belief. I understand if this application is not completed in full, it will not be processed, and I will be automatically disqualified.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge regardless of when such information is discovered. I understand, also, that I am required to abide by all rules and regulations of the Van Wert Soil and Water Conservation District. By signing this application for employment, I acknowledge that I can perform the essential functions of the job for which I have applied, with or without reasonable accommodation. I understand that any offer of employment is conditional upon good proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

I understand that this application may raise questions regarding my past work and education record, and the organizations' agent and employees may wish to inquire regarding this, so that my qualifications for employment may be reviewed. By signing this waiver, I expressly authorize the Van Wert Soil and Water Conservation District to make an inquiry to my former employers concerning my work record, job qualifications, and performance. I authorize my former employer(s) to furnish Van Wert Soil and Water Conservation District's agent with this information upon request. I recognize the right of Van Wert Soil and Water Conservation District to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the names of such confidential sources, and information obtained there from. I understand and agree that I may be required to take a physical exam and to have a background check and drug test completed by Van Wert County.

I understand that this employment application is not a contract of employment, and that an individual who is hired may voluntarily leave employment upon proper notice. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

By signing this waiver, I expressly authorize the Van Wert Soil and Water Conservation District to obtain an abstract of my driver's license or commercial driver's license record, as well as any prior criminal convictions, so that my qualifications for employment may be reviewed. In the event that I am hired, I also authorize the Van Wert Soil and Water Conservation District to continue to obtain this information during my employment with the District.

Signature

Date

Van Wert Soil & Water Conservation District
1185 Professional Drive
Van Wert, OH 45891