



Carlton Soil and Water Conservation District

EMPLOYMENT APPLICATION

Application Information

Full name:	First Last	Date:	
Address:	Street address Apt/Unit # City State Zip Code	Phone:	
		Email:	
Date Available:		Desired salary:	
Position applied for:			

Are you a citizen of the United States?	Yes ☐	No ☐	
If no, are you authorized to work in the U.S.?	Yes ☐	No ☐	
Have you ever worked for this company?	Yes ☐	No ☐	If yes, when?
Have you ever been convicted of a felony?	Yes ☐	No ☐	If yes, explain?

Education

High school:	From: To:	Address:	
	Did you graduate?	Yes ☐	No ☐
	Diploma:		
College:	From: To:	Address:	
	Did you graduate?	Yes ☐	No ☐
	Degree:		
Other:	From: To:	Address:	
	Did you graduate?	Yes ☐	No ☐
	Degree:		

References

Please list three professional references.

Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____

Previous Employment

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
May we contact your previous supervisor for a reference?	Yes ☐	No ☐	
Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
May we contact your previous supervisor for a reference?	Yes ☐	No ☐	

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at discharge: _____ Type of discharge: _____

If other than honorable, explain:

Are you requesting Veteran's Preference? Yes ☐ No ☐

Are you requesting Disabled Veteran's Preference? Yes ☐ No ☐

If you answered YES to either of the above Veteran's Preference questions, you must furnish a copy of your D.D. 214 or other verifying documentation. Preference will not be granted without documentation. Complete the Veteran's Preference Claim below.

Claim For Veteran's Preference

Did the veteran serve on active military duty without interruption for 181 days or more? Yes ☐ No ☐

If the veteran served on active duty for a period of less than 181 consecutive days, does the veteran meet the minimum active-duty requirements for eligibility for federal veterans benefits? Yes ☐ No ☐

Is the veteran a United States Citizen? Yes ☐ No ☐

Are you now receiving or are you eligible to receive a monthly veteran's pension based on length of military service? Yes ☐ No ☐

Disability Claim Number _____ Percent of service-connected disability _____

Currently Existing? Yes ☐ No ☐

State in which filed. _____

Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge. I authorize all statements contained in this application as may be necessary to determine my eligibility for employment and do hereby release Carlton County Soil and Water Conservation District from any and all liability of whatever nature by reason or requesting such information from my person. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I also understand that I am required to abide by all rules and regulations of the employer.

Carlton SWCD considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non job-related medical condition or handicap, or any legally protected status.

Signature: _____ Date: _____