



Carlton County Soil & Water Conservation District

Application for Employment

Name _____

Date _____

Complete Address _____

Phone _____

Email _____

Are you over the age of 18? ___yes ___no. (If no, employment is subject to verification of minimum legal age by age certificate or work permit.)

Do you have the legal right to live and work in the US? ___yes ___no. (If hired, proof of identity and authorization to work in the US will be required, within 3 days.)

Do you have a valid Driver's license? ___yes ___no

Have you ever been convicted of a felony (conviction will not necessarily disqualify the applicant from consideration of employment)? ___yes ___no

If yes, state details: _____

Position applied for (must list specific position): _____

Do you wish: full-time work _____ part-time work _____ temporary work _____

Date available for employment: _____ Salary Expectation _____

Have you ever been discharged or asked to resign from a position? ___yes ___no

EDUCATION

Highest level of education completed (HS/Voc/Bus School/College/Grad School) _____

Name of School _____

Major Course of Study _____

Graduated (Y/N) _____

Degree/Certificate _____

SPECIAL QUALIFICATIONS

Specify professional designations, certifications, licenses, or registrations held:

List other skills or specialized training, which would be of assistance in determining qualifications for employment:

Describe your interest in working for the Carlton Soil and Water Conservation District:

EMPLOYMENT RECORD (Start with present or last employer. Please account for the last 3 jobs in your work history.)

Employer's name and address

Dates of employment: From _____ to _____

Job title _____

Salary: Start _____ End _____

Reason for leaving _____

Name of supervisor _____

Duties in brief_

May we contact employer? _____

Employer's name and address

Dates of employment: From _____ to _____

Job title _____

Salary: Start _____ End _____

Reason for leaving _____

Name of supervisor _____

Duties in brief _____

May we contact employer? _____

Employer's name and address

Dates of employment: From _____ to _____

Job title _____

Salary: Start _____ End _____

Reason for leaving _____

Name of supervisor _____

Duties in brief _____

May we contact employer? _____

REFERENCES (List three references):

Name _____

Title _____

Address _____

Phone _____

Name _____

Title _____

Address _____

Phone _____

Name _____

Title _____

Address _____

Phone _____

I authorize the Carlton SWCD to check my statements, schools, former employees, and references. I certify all the information on this application to be true and agree that any misrepresentation or concealment of a material fact will be sufficient charge for dismissal.

Signature of Applicant _____

Please submit this completed application along with a cover letter and resume to: forestry@carltonswcd.org.

EEO: Candidates will be considered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap.