



Carlton County Soil & Water Conservation District

Application for Employment

Date _____

Name (Last, First, MI) _____

Phone _____

Present Address (street, city, state, zip)

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 not a US citizen, please provide proof that you can be legally employed in the US (INS Forms I-15, I-94, I-551, etc.) If hired, proof of identity and authorization to work in the US will be required, within three days.)

Do you have steady transportation to work? ___yes ___no

Do you have a valid license? ___yes ___no

If so, expiration date _____ state of issue _____

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 (date, court, offense, place of occurrence)

Have you ever held a position of trust (handling money, securities, or confidential material)?

___yes ___no

Position applied for (must list specific position): _____

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

Date available for employment: _____ Hours available: _____

Are you presently employed? ___yes ___no

If now employed, may we contact your present employer? ___yes ___no

Why do you desire to make a change in employment at this time?

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

EDUCATION				
Type of School	Name and Address of School	Major Course of Study	Circle Year Completed	Graduate
High School			1 2 3 4	__Y __N
Vocational or Business School			1 2 3 4	__Y __N
College			1 2 3 4	__Y __N
Graduate School			1 2 3 4	__Y __N
Other (Specify			1 2 3 4	__Y __N

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 and work back. 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 _____

Employer's name and address

Dates of employment: From _____ to _____

Job title _____

Salary: Start _____ End _____

Reason for leaving _____

Name of supervisor _____

Duties in brief _____

Employer's name and address

Dates of employment: From _____ to _____

Job title _____

Salary: Start _____ End _____

Reason for leaving _____

Name of supervisor _____

Duties in brief _____

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 _____

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

Applications will be accepted until adequate candidate pool is selected for interviews. Complete applications include a cover letter, resume and this completed SWCD Application of Employment.

Applications can be mailed to:
Carlton SWCD
808 3rd Street
Carlton, MN 55718

Dropped off at the SWCD office at 808 3rd Street in Carlton,

Or emailed to bradmatlack@carltonswcd.org