

Employment Firm _____
Address _____
Phone # () _____ Fax # () _____
Your Title _____ Supervisor _____
Number and type of positions you supervised _____
Principal Responsibilities - Be Complete

Length of Employment
From _____
month year
To _____
month year
Total _____
years months
Hours per week ____ Last salary _____
Reason for leaving _____

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19. Relevant current professional memberships, registrations, or licenses. Include date when first issued.

20. How did you hear about this job opening or where did you see it advertised?

21. **Job-Relevant Volunteer and Unpaid Work Experience**

Kind of volunteer activity (Do not specify organization)	Major responsibilities	# Hours per month	Years	
			From	To

22. Describe any additional experience or training that qualifies you for this job.

23. List specific computer hardware and software experience:

_____ Typing speed _____ WPM Years of Experience: _____

24. In accordance with the Immigration Reform Control Act of 1986, the Mille Lacs SWCD hires only U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

25. Minnesota Statute Sec. 518.611, Subd. 8, requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

26. Have you been convicted of a misdemeanor, gross misdemeanor, or felony? You may answer 'No' if the conviction or criminal records have been annulled or expunged. Yes No If 'Yes', please attach a separate sheet with explanation. A conviction does not necessarily disqualify an applicant for the position being applied for.

DO NOT LEAVE THIS SECTION BLANK.

27. Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? Yes No **** See attached addendum to apply for Veterans Preference Points ****

A copy of your DD214 must be submitted within 7 days of the application deadline when applying for Veterans Preference Points.

Describe your duties and any special training: _____

28. If you are hired for this position, you may be required to undergo a physical examination at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for you.

29. Please give the names of four EMPLOYMENT references who can be contacted regarding your qualifications, work habits, and character. **Please note that Mille Lacs SWCD will also contact your current and former supervisors (as listed in Section 18) if you are selected as a top candidate.**

Name	Present Address	Telephone	Position and Relation to Your Work

The Mille Lacs SWCD does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. It is the policy of the Mille Lacs SWCD to provide reasonable accommodations to the known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.

THE MILLE LACS SOIL & WATER CONSERVATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

RELEASE FORM

I hereby authorize the Mille Lacs SWCD to investigate and verify all statements and information provided by me in this application for employment. I understand that I may be disqualified as an applicant or discharged from employment if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or at any time in the future.

In connection with this application for employment, I authorize the Mille Lacs SWCD and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the Mille Lacs SWCD and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and I understand the information above.

Name of Applicant (please print) _____

Applicant's Signature: _____ **Date:** _____

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, Mille Lacs SWCD is required to inform you of your rights as they relate to the private information collected from you. Private data is information which is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at Mille Lacs SWCD. All data collected is considered private except for the following:

- 1. Your Veteran's Status
- 2. Relevant test scores
- 3. Your job history
- 4. Your education and training
- 5. Your work availability

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information. The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules and regulations of Mille Lacs SWCD. Furnishing social security numbers is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered. Private data is available only to you, to appropriate county employees, and others as provided by state and federal law who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data. The information you give us about yourself is needed to identify you and to assist Mille Lacs SWCD in determining your suitability for the position for which you are applying.

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

Name of Applicant (please print) _____

Applicant's Signature: _____ **Date:** _____