



SWIFT SOIL AND WATER CONSERVATION DISTRICT

1430 Utah Ave
 Benson MN 56215
 320-842-7201

Application for Employment

An Equal Opportunity / Affirmative Action Employer

Personal Information

DATE _____

Name _____ Social Security Number _____
 (Last) (First) (Middle)

Address _____ City _____ State _____ Zip _____

Phone Number _____ are you at least 18 years of age? Yes No if no, date of birth _____

Are you an U.S. citizen or are you authorized to work in the U.S.? Yes no

How did you become aware of this opening? Newspaper or other periodical (which one?) _____
 (Please check one) employee referral
 Other (please explain) _____

Position Information

Position for which you are applying _____ Date available for employment _____

Do you have a valid driver's license? _____ Salary desired _____

Number of traffic accidents you've had in last 3 years? _____ Department/Division _____

Education (supply names and addresses of schools attended)

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

	Dates Attended	Did you graduate? (yes/no)	Degree or License Received	Major/Minor or Specialization
High School				
College				
Post Graduate				
Trade, Business or Correspondence School				

Member of the following professional organizations _____

Describe any skills or experiences (computer, machinery, surveying etc), which may assist you in performing the job for which you are applying

Office skills (if appropriate): Typing (WPM) _____ Shorthand (WPM) _____ Data Entry (KSPH) _____
 Dictaphone _____ PC _____ MAC _____ other: _____

Specify software knowledge: _____

EMPLOYMENT HISTORY

If you are currently employed, may we contact your present employer? Yes no

List your present or most recent employer first; please include experience gained through volunteer work.

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary: Start	End
Employer Name and Address			Phone Number	
			Supervisor Name	
Description of Duties:				

Reason for Leaving: _____

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary: Start	End
Employer Name and Address			Phone Number	
			Supervisor Name	
Description of Duties:				

Reason for Leaving: _____

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary: Start	End
Employer Name and Address			Phone Number	
			Supervisor Name	
Description of Duties:				

Reason for Leaving: _____



A. Have you used another name while employed (Other than name used on the application)? yes no If yes, please indicate: _____

B. List all convictions for any offense other than minor traffic violations, and all pending criminal charges (No applicant will be denied a position because of a conviction for any offense, or because of a pending criminal charge, which is not substantially related to the circumstances of the job(s) sought).

I certify that the facts in this application are true and complete to the best of my knowledge. I further authorize any party listed in this application to release any information they have about me to the Rice SWCD, and I release them and their representatives from any and all liability for providing such information. I understand that if any of the information in this application is false or misleading, the Rice SWCD may deny my employment or terminate my employment, and I agree that the District will not be liable if it does so. I understand that under federal law, employment must be terminated for failure to present documentation establishing my identity and eligibility for U.S. employment within the designated time limits following my acceptance of any offer of employment. I understand that if I am employed, I will be an employee-at-will, and my employment can be terminated at will by me or by the District with or without cause.

signature

date