



Kandiyohi Soil & Water Conservation District
1005 High Ave NE
Willmar, MN 56201
320-235-3540, Option 3

APPLICATION FOR CLASSIFIED PERSONNEL POSITIONS

I. EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of Kandiyohi SWCD to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

II. DATA PRIVACY NOTICE:

The information requested on this application is intended to be used by the District in determining suitability for employment for the position, which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the District being unable or unwilling to offer employment to you. The information on this application which is classified as private data under the Minnesota Government Data Practices Act, will not be released outside the District without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

III. POSITION DESIRED:

Title of position for which you are applying: \_\_\_\_\_

Date available to begin employment: \_\_\_\_\_

IV. PERSONAL DATA:

Name: \_\_\_\_\_

Last First Middle

Address: \_\_\_\_\_

Street City State Zip

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Are you either a U.S. citizen or legally eligible to hold employment in the U.S.? Yes No

Have you previously worked for the District? Yes No

If yes, position held/department: \_\_\_\_\_

If yes, under what name may your previous employment records be found? \_\_\_\_\_

List all other names under which you have been employed or under which your employment or educational records may be found: \_\_\_\_\_

\_\_\_\_\_

**V. WORK/VOLUNTEER EXPERIENCE:**

List *all* work experience, whether or not relevant to this position, and all relevant volunteer experience, List most recent first, and so on:

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Dates Employed/Volunteered: From \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Dates Employed/Volunteered: From \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Dates Employed/Volunteered: From: \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

\_\_\_\_\_

Dates Employed/Volunteered: From: \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

**VI. LICENSURE:**

List current licenses, registrations, or certificates relevant to the position for which you are applying, **including** driver's license.

<i>License/No.</i>	<i>Issued By:</i>	<i>Date Issued:</i>	<i>Expiration:</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*All applicable licenses or certifications must be received by the District prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.*

**VII. EDUCATION:**

Include high school and/or institution issuing GED and any additional education/ courses taken. DO NOT LIST dates of attendance for high school, but you **must** list dates of attendance for any post-secondary education. List most recent first.

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: From: \_\_\_\_\_ To: \_\_\_\_\_  
=====

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: From: \_\_\_\_\_ To: \_\_\_\_\_  
=====

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: From: \_\_\_\_\_ To: \_\_\_\_\_  
=====

List/describe any other training/experience/skills/knowledge relevant to the position for which you are applying: \_\_\_\_\_  
\_\_\_\_\_

List any equipment that you can operate which might be used in the position for which you are applying: \_\_\_\_\_  
\_\_\_\_\_

**VIII. REFERENCES:**

These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The District reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to the references listed below.

Name of Reference: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
=====

Name of Reference: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
=====

Name of Reference: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**IX. CRIMINAL BACKGROUND INFORMATION:**

*The District may request information regarding criminal history in the event that you become a finalist for the position for which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the District may conduct a criminal background check on individuals upon making a contingent job offer. If a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the District, and formal approval by the appointing authority.*

**X. VETERAN STATUS:**

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran’s Preference Points?      **Yes**                      **No**

If you marked “yes” above, do you wish to claim Veteran’s Preference Points?      **Yes**                      **No**

If you are a disabled veteran & wish to claim additional points, please check here. \_\_\_\_\_

***Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach a copy of a DD214 or forward it within five (5) business days.***

**XI. PRIOR EMPLOYMENT:**

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were a claimant/plaintiff?      **Yes**                      **No**

If so, identify the employer and describe the circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**XII. PERSONAL STATEMENT:**

Please indicate why you are interested in this position and what you hope to accomplish if selected:

---

---

---

---

---

**XIII. CERTIFICATION, ACKNOWLEDGMENT AND RELEASE:**

I **certify** that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the District.

**I understand, acknowledge and agree** that no offer of employment is valid or binding until formal approval by the District Board of Supervisors and, that until such approval, the District shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, **I hereby authorize** any and all current and former employers, organizations where I have volunteered (“volunteer organizations”), and references named in this application, or any agent of such a former employer or volunteer organizations, to release to the District and its agents, any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking, and any other employment or related information, both public and private, in their possession. I understand that the District will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

**I hereby release** the District and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said District, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

---

Printed Name

---

Signature

---

Date