

APPENDIX 3134-A
Resource Conservation District
Employment Application
(Please Print)

Name: _____
(Last / First / Middle)

Address: _____
(No. Street / City / State / Zip)

Home Telephone: (____) _____ - _____ Cell Telephone: (____) _____ - _____

Email Address _____

If hired, can you provide written evidence that you are authorized to work in the U.S.?
___ Yes ___ No

Position you are applying for _____

EDUCATION

Type	Name/Location	Course of Study	Number of years completed
High School			
College			
Technical or Other			
Technical or Other			

Please place a check by the software for which you have experience:

- | | | |
|---|--|--|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Microsoft Internet Explorer |
| <input type="checkbox"/> Adobe Acrobat | <input type="checkbox"/> Gmail | <input type="checkbox"/> Google Suites |
| <input type="checkbox"/> ArcGIS | <input type="checkbox"/> ArcGIS Collector | <input type="checkbox"/> AutoCAD Civil 3D |

Are there any other software packages that you are familiar with that are not listed above?

EMPLOYMENT RECORD

Company Name & Address	Type of Work	Date started/ Date left	Reason for leaving

Do you have any office-type job experience? If yes, please explain.

Do you have any project management-type job experience? If yes, please explain.

Do you have any experience in which you were the sole organizer? If yes, please explain.

Describe any experience you have creating web pages.

What public relations experience have you had?

Do you have experience dealing with governmental agencies? Please list experience and expand.

REFERENCES (Do Not Include Relatives)

Name/ Occupation/ Years/ Known Address/ Phone Number

1. _____

2. _____

3. _____

APPLICANT'S STATEMENT

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, for no reason, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the President of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and may verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted *, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

* _____ Please DO NOT contact my current employer.

Signature: _____ Date _____