

# LOGAN COUNTY SOIL CONSERVATION DISTRICT

## Employment Application

103 Lake Ave E . PO Box 240 . Napoleon . ND. 58561-0240 . (701)-754-2234 ext. 3 . www.logancountyscd.com



**DATA PRIVACY NOTICE:** The information requested on this application is intended to be used by the Logan County Soil Conservation District in determining suitability for employment for the position that 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 Logan County Soil Conservation District being unable to offer employment to you. The information on this application, which is classified as private data and will not be released outside the County without your consent except as necessary for tax purposes or otherwise required by state or federal law.

**COMPLETE INFORMATION:** You may complete portions of the application by marking it "see resume". You should, however, supply all of the information requested either on this form or in your resume.

### APPLICANT INFORMATION

Last Name		First		M.I.		Date	
Street Address					Apartment/Unit #		
City			State		ZIP		
Phone			E-mail Address				
Date Available			Social Security #			Desired Salary	
Position Applying for							
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				

### EDUCATION

<b>High School</b>			Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
<b>College</b>			Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
<b>Other</b>			Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

### REFERENCES

*Please list three professional references.*

<b>Full Name</b>			Relationship		
Company			Phone		
Address					
<b>Full Name</b>			Relationship		
Company			Phone		
Address					
<b>Full Name</b>			Relationship		
Company			Phone		
Address					

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>PRIOR EMPLOYMENT</b>			
Have you ever been discharged or forced to resign from prior employment? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>VETERANS STATUS</b>			
Are you an honorably discharged veteran of the armed forces of the United States or are otherwise eligible to claim Veteran's Preference Points? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Do you wish to claim Veteran's Preference Points? YES <input type="checkbox"/>		NO <input type="checkbox"/>	If you are a disabled Veteran and wish to claim additional points, please check here: <input type="checkbox"/>
<b>DISCLAIMER AND SIGNATURE</b>			
<p><i>I certify that the information given in this application form and attachments are true and complete to the best of my knowledge. I authorize the Logan County Soil Conservation District to investigate all statements made in this application, as necessary, to consider this application. I understand that giving false or misleading information in my application or interview(s) will disqualify me from consideration. I understand that if the Logan County Soil Conservation District hires me, I am subject to discharge if I provide false information or omit information with this application, regardless of when it is discovered.</i></p> <p><i>I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the Logan County Soil Conservation District Board of Supervisors, and that until such approval, the Logan County Soil Conservation District shall not be liable for any reliance on any oral or written offers of employment made to me.</i></p> <p><i>In connection with this application, I hereby authorize any and all former employers, organizations where I have volunteered and references named in this application, or any agent thereof, to release to the Logan County Soil Conservation District and its agents any and all information regarding my job performance and fitness/qualification 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 Logan County Soil Conservation 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></p>			
Signature		Date	