**NOBLES SOIL AND WATER CONSERVATION DISTRICT**

**APPLICATION FOR EMPLOYMENT**

**I. PERSONAL DATA**

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| --- |
| **Applicant Information** |
| Last Name |  | First |  | M.I. | Date |  |
| Street Address |  | Apartment/Unit # |  |
| City |  | State |  | ZIP |  |
| Phone |  | E-mail Address |  |
| Date Available |  | Social Security No. (Optional) |  |  |
| Are you a citizen of the United States? | YES [ ]  | NO [ ]  | If no, are you authorized to work in the U.S.? | YES [ ]  | NO [ ]  |
| Have you ever worked for the HLWD? | YES [ ]  | NO [ ]  | If so, when? |  |
| Have you ever been convicted of a felony? | YES [ ]  | NO [ ]  | If yes, explain |  |
| Where did you hear about this position? |  |  |  |  |
|  |
| **Education** |
| Did you graduate from high school or receive a GED? | YES [ ]  | NO [ ]  |
| Name and location of last high school attended: |  |
| Name and Location of College, University, Technical School | Number of years completed | Did you graduate? | Major courses of study | Certificate or degree |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
|  |
| List/describe any other training and/or experience relevant to the position for which you are applying: |
|  |
|  |
| *Please attach additional sheets if necessary.* |
| **Past work experience** |
| *Please account for the past five years.* |
| Employer |  | Dates of employment | Start: | Finish: |
| Address |  | Phone ( ) |  |
| Job Title |  | May we contact this employer | YES [ ]  | NO [ ]  |
| Job duties |  |
| Reasons for leaving |  |
| Employer |  | Job Title |  |
| Address |  | Phone ( ) |  |
| Dates of employment | Start: |  | Finish: |  | May we contact this employer | YES [ ]  | NO [ ]  |
| Job duties |  |
| Reasons for leaving |  |
|  |
| Employer |  | Job Title |  |
| Address |  | Phone ( ) |  |
| Dates of employment | Start: |  | Finish: |  | May we contact this employer | YES [ ]  | NO [ ]  |
| Job duties |  |
| Reasons for leaving |  |
|  |
| Employer |  | Job Title |  |
| Address |  | Phone ( ) |  |
| Dates of employment | Start: |  | Finish: |  | May we contact this employer | YES [ ]  | NO [ ]  |
| Job duties |  |
| Reasons for leaving |  |
| *Please attach additional sheets if necessary.* |
| **Additional Information** |
|  |
| Please check the computer programs in which you are proficient |  |  |  |  |  |  |
| [ ]  MS Word  | [ ]  MS Excel  | [ ]  MS PowerPoint  | [ ]  Adobe Photoshop  | [ ]  Arc/GIS/ Arc View  | [ ]  Other (list) |
| State any additional information that may be helpful to us in considering your application |
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|  |
| **References** |
| *Please list three professional references who have known you for at least a year.* |
| Full Name |  | Relationship |  |
| Company |  | Phone ( ) |  |
| Address |  |
|  |  |  |
| Full Name |  | Relationship |  |
| Company |  | Phone ( ) |  |
| Address |  |
|  |  |  |
| Full Name |  | Relationship |  |
| Company |  | Phone ( ) |  |
| Address |  |
|  |
| **Licensure** |
| *List current licenses (excluding Driver’s License), registrations or certificates relevant to the position for which you are applying.* |
| License/No. |  | Issued by: |  |
| Date |  | Expiration |  |
|  |  |  |  |
| License/No. |  | Issued by: |  |
| Date |  | Expiration |  |
|  |  |  |  |
| License/No. |  | Issued by: |  |
| Date |  | Expiration |  |
|  |
| **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 [ ]  |
| Do you wish to claim Veteran’s Preference Points? | YES [ ]  | NO [ ]  |
|  |
| **Prior Employment** |
| Have you ever been discharged or forced to resign from prior employment?  | YES [ ]  | NO [ ]  |
| If so, identify the employer and describe the circumstances: |
|  |
| **Unexcused Absences from Work** |
| How many days were you inexcusably absent from work during the preceding three (3) years other than absences due to illness or injury of you or your immediate family? \_ |  |

**II. EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Nobles SWCD to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, age, disability, sexual orientation, gender, marital status or any other legally protected status.

**III. DATA PRIVACY NOTICE**

The information requested on this application is intended to be used by the Nobles SWCD 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 Nobles SWCD being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the Nobles SWCD may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the Nobles SWCD without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

**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 Nobles SWCD.

**I understand, acknowledge and agree** that no offer of employment is valid or binding until formal approval by the Nobles SWCD Board of Supervisors and that until such approval that the Nobles SWCD 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 former employers, organizations where I have volunteered and references’ names in this application, or any agent of such former employer or volunteer organizations, to release to the Nobles SWCD 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 procession. I understand that the Nobles SWCD will use this information to determine my fitness/qualification for the position I am seeking. This authorization expires one year from the date of my signature, below.

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

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notice to Applicant**: If you do not agree with any portion of the acknowledgment, certification, authorization and release, cross out that section and initial it.

**The Tennessen Warning Notice**

Minnesota Statutes, section 13.04, subdivision 2

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| --- | --- |
| The notice must be given when: | * An individual
* ls asked to supply
* Private or confidential data
* Concerning self

*All four conditions must be present to trigger the notice requirement* |
| The notice docs *not* need to be given when : | * The data subject is not an individual;
* The subject offers information that has not been requested by the entity;
* The information requested from the subject is about someone else;
* The entity requests or receives information about the subject from someone else, or
* The information requested from the subject is public data about that subject.
 |
| Statements must be included that inform the individual: | * Why the data are being collected from the

individual and how the entity intends to usethe data;* Whether the individual may refuse or is legally required to supply the data;
* Any consequences to the individual of

either supplying or refusing to supply the data; and* The identity of other persons or entities authorized by law to receive the data.
 |
| Consequences of giving the notice are: | Private or confidential data on individuals may be collected, stored, used and released as described in the notice without liability to the entity. |
| Consequences of giving an incomplete notice, or *not* giving the notice at all, are: | Private or confidential data on individualscannot be collected, stored, used or released for any purposes other than those stated in thenotice unless:* The individual subject of the data gives informed consent;
* The Commissioner of Administration gives approval; or
* A state or federal law subsequently

authorizes or requires the new use or release. |

*MN Department of Administration, Information Policy Analysis Division*

*201Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155*

*Voice: 651.296.6733 or 1.800.657.3721 Fax: 651.205.4219*

*Email:* [*www.ipad.state.mmn.us*](http://www.ipad.state.mmn.us) *Website:* *info.ipad@state.mn.us*

*November 2000*