



WILD RICE SOIL CONSERVATION DISTRICT

8991 Hwy 32 Suite 2
Forman, ND 58032

Employment Application

Position: Summer District Help – Must be 16 yrs or older

APPLICANT INFORMATION			
Last Name	First	M.I.	Birth Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.		
Do you have a valid state driver's license? YES ___ NO ___ If yes, has your license ever been suspended or revoked? YES ___ NO ___ If yes, explain			
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 been convicted of a felony? YES ___ NO ___ If yes, explain			
This position is classified as full time. Hours: Monday- Saturdays possible. Are you willing to work forty hour weeks? YES ___ NO ___ <i>Spring /summer responsibilities will require more than 40 hrs per week.</i> This position will require occasional other evening or weekend hours. Will you be willing to work extra hours if needed? YES ___ NO ___			

EDUCATION	
High School Name:	Address
Did you graduate? YES ___ NO ___	Diploma: YES ___ NO ___ GED: YES ___ NO ___
College or vocational school	Address
Did you graduate? YES ___ NO ___	Degree(s)
College or vocational school	Address
Did you graduate? YES ___ NO ___	Degree(s)

REFERENCES	
<i>Please list three professional references. (References should NOT be personal friends or family members of the applicant.)</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Employment History: (Provide detail; do not use "see resume.")

- Start with your current or last job – include armed forces service and self employment.
- Use page 4 if you have additional employment history.

PREVIOUS EMPLOYMENT				<i>(If currently employed – We WILL NOT contact your current employer.)</i>	
1 Employer				Phone ()	
Address				Supervisor	
Job Title		Starting Salary \$		Ending Salary \$	
Describe work (Duties) performed:					
Dates employed (months & years):		Reason for Leaving:			
From To					
2 Employer				Phone ()	
Address				Supervisor	
Job Title		Starting Salary \$		Ending Salary \$	
Describe work (Duties) performed:					
Dates employed (months & years):		Reason for Leaving:			
From To					
3 Employer				Phone ()	
Address				Supervisor	
Job Title		Starting Salary \$		Ending Salary \$	
Describe work (Duties) performed:					
Dates employed (months & years):		Reason for Leaving:			
From To					
4 Employer				Phone ()	
Address				Supervisor	
Job Title		Starting Salary \$		Ending Salary \$	
Describe work (Duties) performed:					
Dates employed (months & years):		Reason for Leaving:			
From To					
Go to page 4 if you have additional employment					

VETERANS PREFERENCE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	
<p>Veteran Eligibility: You must be a North Dakota resident and have served in active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See North Dakota Century Code 37-19.1.</p> <p>Do you claim preference as a:</p> <p>Veteran NO__ YES__ - Attach DD-214, Report of Separation</p> <p>Disabled Veteran NO__ YES__ - Attach DD-214, & Letter less than 1 yr. old from veterans' administration indicating disability</p> <p>Spouse of Disabled Veteran NO__ YES__ - Attach copy of marriage certificate, DD-214, & Letter less than 1 yr. old from veterans' administration indicating disability</p> <p>Spouse of Deceased Veteran NO__ YES__ - Attach copy of marriage certificate, DD-214, & veteran's death certificate</p>	

DISCLAIMER AND SIGNATURE	
<p>I certify that all information contained in the application and any other attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application. If this application leads to employment, I understand that false or misleading statements, or omission of material fact in my application, resume, or interview MAY BE SUFFICIENT CAUSE FOR DISMISSAL.</p> <p>I authorize Wild Rice Soil Conservation District the ability to investigate all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. I authorize a representative of Wild Rice Soil Conservation District to contact my previous employers, references and others for the purpose of conducting reference and background checks.</p> <p>I understand I may be subjected to a random drug test.</p> <p>I understand I may be required to lift more than fifty pound to complete a job task.</p> <p>I further acknowledge that if I choose to <u>submit this application/resume/and other documents digitally</u> for the purpose of seeking employment, <u>my typed name on these documents will be considered my signature.</u></p>	
Applicants Signature	Date

All information provided is subject to the North Dakota Open Records Law.

Equal Opportunity Employer

Wild Rice Soil Conservation District is an equal opportunity employer. It is the policy of the District to recruit, hire, train and promote employees without discrimination because of race, color, religion, gender, sexual orientation, political beliefs, age, and creed, status of marriage or public assistance, national origin, or physical or mental disability except where specific age or physical requirements are a bona fide occupational qualification.

A resume is required detailing: special skills, qualifications or accomplishments related to the position you are applying for (include skills with computers, other equipment, and public speaking, grant writing, publications, etc.).

Submit your signed application with resume to the address on the first page.

Additional past employment

PREVIOUS EMPLOYMENT				
5 Employer			Phone ()	
Address			Supervisor	
Job Title		Starting Salary	\$	Ending Salary
Describe work (Duties) performed:				
Dates employed (months & years):		Reason for Leaving:		
From	To			
6 Employer			Phone ()	
Address			Supervisor	
Job Title		Starting Salary	\$	Ending Salary
Describe work (Duties) performed:				
Dates employed (months & years):		Reason for Leaving:		
From	To			
7 Employer			Phone ()	
Address			Supervisor	
Job Title		Starting Salary	\$	Ending Salary
Describe work (Duties) performed:				
Dates employed (months & years):		Reason for Leaving:		
From	To			
8 Employer			Phone ()	
Address			Supervisor	
Job Title		Starting Salary	\$	Ending Salary
Describe work (Duties) performed:				
Dates employed (months & years):		Reason for Leaving:		
From	To			

