

**CARBON COUNTY CONSERVATION DISTRICT
CARBON COUNTY ENVIRONMENTAL EDUCATION CENTER
Application for Employment**

Position Applied For _____ Date _____

Name _____ Social Security Number _____

Address _____
Street City State Zip Code

Phone Home (____) _____ Other (____) _____

Note: All prospective employees must submit proof of identity and eligibility for employment in the U.S. prior to appointment. A social security card and driver's license are preferred.

Are you legally eligible to work in the U.S.? Yes ____ No ____

If you are not a U.S. citizen, are there any restrictions on your eligibility for employment? Yes ____ No ____

If Yes, please explain: _____

If employed and under 18, can you furnish a work permit? Yes ____ No ____

On what date would you be available for work? _____

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EDUCATION: Circle the highest grade you completed. 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of the last high school attended : _____

Did you graduate? Yes ____ No ____ If not, have you passed a G.E.D. test? Yes ____ No ____

Circle the number of years of post high school education completed. 1 2 3 4 5 6 7

| School Name and Location | Degree | Major Area of Study |
|-----------------------------|--------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Special Qualifications and Skills: (computer, foreign languages, professional licenses and certificates, etc.)

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Do you have a driver's license? Yes ____ No ____ Commercial Driver's License Yes ____ No ____

Have you ever been convicted of any offense against the law?

Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military service.

Yes ____ No ____ If yes, give date, place, charge, court and fine or sentence.

A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made

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EXPERIENCE: The selection process for most positions involves an evaluation of relevant education and experience.

It is important, therefore, that you provide enough details so that your qualifications can be properly evaluated. Start with your present job and work back. Include military service and volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present
Employer _____ Length of Service _____
Phone _____ Avg. Hrs
Address _____ Number _____ per Week _____
Salary:
Job Title _____ Starting _____ Ending _____
Supervisor's Name _____ Reason for Leaving _____

Describe your work: _____

Employer _____ Length of Service _____
Phone _____ Avg. Hrs
Address _____ Number _____ per Week _____
Salary:
Job Title _____ Starting _____ Ending _____
Supervisor's Name _____ Reason for Leaving _____

Describe your work: _____

Employer _____ Length of Service _____
Phone _____ Avg. Hrs
Address _____ Number _____ per Week _____
Salary:
Job Title _____ Starting _____ Ending _____
Supervisor's Name _____ Reason for Leaving _____

Describe your work: _____

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REFERENCES:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

APPLICANT'S STATEMENT

Please read carefully before signing

I hereby affirm that the information provided on this Application and accompanying resume (if any) is true and correct to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may result in my discharge if discovered at a later date. I agree that Carbon County Conservation District shall not be liable in any respect if my employment is terminated because of false statements, answers or omissions.

I authorize Carbon County Conservation District to investigate all statements made in this Application, contained in my resume or made by me in any interview or other document. I authorize Carbon County Conservation District to investigate all statements in this Application and to secure any necessary information from employers, references, educational institutions and certifying entities. I hereby release these employers, references, educational institutions and certifying entities from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications, and/or my suitability for employment.

I hereby agree to submit to any illegal drug screening test that may be required as a condition of employment and understand that to refuse to drug testing during the application process or during the course of my employment may result in a rejection of my application, discipline and/or discharge. I understand that I may receive a job offer which is conditioned upon my completion of a medical examination or inquiry, or a demonstration of my ability to perform the essential functions of the position for which I have applied.

In the event of my employment with Carbon County Conservation District, I understand that my employment is terminable at will, that I am not being employed for any specified time, and that this Application is not a contract for employment. I recognize that, if hired, either I or Carbon County Conservation District remain free to terminate the employment relationship at any time, with or without cause, with or without notice.

CERTIFICATION:_____
Signature_____
Date

Carbon County Conservation District is an equal opportunity employer and considers all qualified candidates for employment without regard for race, color, religion gender, national origin, ancestry, age, physical or mental disability, marital or veteran status, pregnancy or any other legally protected status.

If you require any special reasonable accommodation in completing this application, interviewing, completing any pre-employment testing or otherwise participating in the employment selection process, please advise us.