

ASHTABULA SOIL AND WATER CONSERVATION DISTRICT
EMPLOYMENT APPLICATION
AN AFFIRMATION ACTION/EQUAL OPPORTUNITY EMPLOYER

All applicants tentatively selected for this position will be required to submit to urinalysis to test for illegal drug use prior to hiring. An applicant with a positive test shall not be offered employment.

POSITION APPLYING FOR: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip

Home Phone () _____ Business Phone () _____

EDUCATION: Do you have a High School Diploma or G.E.D. certification? ____ YES ____ NO

If NO, Circle highest grade completed.

1 2 3 4 5 6 7 8 9 10 11 12

List below all course work, special training or seminars that you have taken that relate to the requirements of this position. If your training resulted in a degree, you need only list the major and type of degree earned.

NAME AND ADDRESS OF SCHOOL, VOCATIONAL SCHOOL COLLEGE	TITLE OF COURSES TAKEN OR MAJOR	DID YOU GRADUATE?	CERTIFICATION, DEGREE, ETC. (IF YOU ATTENDED UNDER ANOTHER NAME, PLEASE INDICATE)

Professional Licenses or Certification or Other credential, If Required for this Position	Description	Number	By Whom Issued	Expiration Date	Verified By:
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Please list below the specific course work areas relevant to the position for which you are applying. Also, indicate the number of courses you have successfully completed in each area.

EDUCATION CONTINUES:

Computer Knowledge, Hardware and Software Programs _____

In the area below, please describe briefly any additional training, information or special qualifications you have for the position requested. Include special courses/seminars attended, machines or equipment you operate, hobbies which have taught you qualifying skills, etc.

EXPERIENCE:

In the area below, please type or print legible past work experience beginning with the most recent employment. If the title and duties changes materially in the course of your service in any organization, indicate such changes clearly and as separate employment. Attach extra sheets if necessary. Verifiable voluntary work may also be included as employment. NOTE: A resume may not be used as a substitute for completing this page.

PRESENT OR MOST RECENT JOB:

Employer's Name and Address _____

Length of Employment From: mo. _____ yr. _____ To: mo. _____ yr. _____

Reason for Leaving: _____

Position Title: _____ Salary: beginning _____ ending _____

Duties Performed: _____

NEXT MOST RECENT JOB:

Employer's Name and Address _____

Length of Employment From: mo. _____ yr. _____ To: mo. _____ yr. _____

Reason for Leaving: _____

Position Title: _____ Salary: beginning _____ ending _____

Duties Performed: _____

Employer's Name and Address _____

Length of Employment From: mo. _____ yr. _____ To: mo. _____ yr. _____

Reason for Leaving: _____

Position Title: _____ Salary: beginning _____ ending _____

Duties Performed: _____

REFERENCES:

Please list the names and addresses of three individuals, other than relative, whom we may contact for a professional reference.

Name	Address	City	State	Zip	Phone
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

CERTIFICATE OF APPLICANT
(Read Carefully Before Signing)

I hereby certify that all statements made in this application are true and I authorize investigation of all matters contained in this application. I understand and agree any misstatement or omission of fact on this application will cause forfeiture on my part of all rights of employment with Ashtabula Soil and Water Conservation District. I also understand and agree that all applicants conditionally selected for this position will be required to submit to a urinalysis test for illegal drug use. A conditional offer of employment shall be rescinded for an applicant with a positive urinalysis test.

ADDITIONAL COMMENTS MAY BE ATTACHED ON A SEPARATE SHEET OF PAPER.

Signature: _____ Date: _____