

EMPLOYMENT HISTORY

If you are currently employed, may we contact your present employer? Yes no

List your present or most recent employer first; please include experience gained through volunteer work.

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary: Start	End
Employer Name and Address			Phone Number	
			Supervisor Name	
Description of Duties:				

Reason for Leaving: _____

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary: Start	End
Employer Name and Address			Phone Number	
			Supervisor Name	
Description of Duties:				

Reason for Leaving: _____

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary: Start	End
Employer Name and Address			Phone Number	
			Supervisor Name	
Description of Duties:				

Reason for Leaving: _____

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PLEASE PROVIDE THE NAMES OF TWO (2) PEOPLE WHO WILL BE ABLE TO DISCUSS YOUR QUALIFICATIONS AS THEY RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING AT SCOTT SWCD. INCLUDE MANAGERS AND SUPERVISORS UNDER WHOM YOU HAVE WORKED. SCOTT SWCD RESERVES THE RIGHT TO CONTACT ALL PRIOR EMPLOYERS, EDUCATIONAL INSTITUTIONS, ETC., WHICH HAVE BEEN VOLUNTEERED BY YOU IF YOU ARE BEING CONSIDERED AS A FINALIST FOR THE POSITION.

NAME OF EMPLOYER/ORGANIZATION/REFERENCE: _____

TITLE: _____ EMPLOYER: _____

ADDRESS: _____ PHONE: _____

NAME OF EMPLOYER/ORGANIZATION/REFERENCE: _____

TITLE: _____ EMPLOYER: _____

ADDRESS: _____ PHONE: _____

INFORMATION DISCLOSURE NOTICE TO APPLICANTS

In accordance with Minn. Stat. Chapter 13, we must inform you of your rights as a subject of government data. The information you give us about yourself is needed to identify you and assist in determining your suitability for the position for which you are applying.

The information that we collect about you is classified as either Public or Private. Public means that it is available to anyone who asks to see it. Private means that the information is available only to the person the information is about and to the staff who must use it in the normal course of conducting District business and as otherwise provided for by law.

Data considered public: veteran status, relevant test scores, rank on eligible list, job history, education and training, and work availability. Your name is considered private until you are certified as eligible for appointment to a vacancy or considered as a finalist. All other information on the application is private. Answers to the questions of name, address, and conviction record are legally obligated. Failure to provide information may cause rejecting an application. Providing other private data is not legally obligated; however, not providing the information may impede the hiring process.

All job offers are contingent on District Board approval.

Have you used another name while employed (Other than name used on the application)? yes no If yes, please indicate:

364.021 Public Employment; Consideration of Criminal Records

(a) A public employer may not inquire into or consider the criminal record or criminal history of an applicant for public employment until the applicant has been selected for an interview by the employer.

(b) (*This section of the statute has verbiage about Dept of Corrections and like employers.*)

(c) This section does not prohibit a public employer from notifying applicants that law or the employer's policy will disqualify an individual with a particular criminal history background from employment in particular positions.

I HEREBY CERTIFY that this application contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, my name will be removed from the register, I will be disqualified from applying in the future for any position under the jurisdiction of Scott SWCD and I may be removed from the job after appointment. The foregoing is provided in accordance with the Information Disclosure Notice.

If you have special needs which may necessitate accommodations in the application of interview process, please contact Scott Soil and Water Conservation District at (952) 492-5425.

signature

date

Return Application to:

**Scott Soil and Water Conservation District
7151 West 190th Street
Suite 125
Jordan, MN 55352**

Initial review of applications can take from two to four weeks. Applications will be kept on file for a period of six months for the position applied for. Thank you for your interest in working for Scott Soil and Water Conservation District.