

Your reason for wanting to leave:

Description of work. Describe your specific duties, responsibilities, and accomplishments in this job.

B) Name and address of employer's organization (include Zip Code if known)

Dates employed (Month & Year) From

To

Average number of hours per week

Salary or earnings: Starting: \$ per

Ending: \$ per

Place of employment (City & State):

Kind of business or organization:

Exact title of job:

Your immediate supervisor:

Title:

Telephone number:

Number & job titles of any employees you supervised:

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Place of employment (City & State):

Kind of business or organization:

Exact title of job:

Your immediate supervisor:

Title:

Telephone number:

Number & job titles of any employees you supervised:

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EDUCATION:

14) Do you possess a high school diploma or GED? (Please answer "yes" or "no.")

15) List formal education beginning with the most recent. Include high school, college, vocation or business school, apprenticeship, military training, etc. as well as type of credit earned (semester hours, quarter hours, CEU's, etc.)

A. Name of school

Address of school

Attended from (Mo/Yr) to Total credit hours
Type of credit
Major(s) or course
Minor(s)
Did you graduate? Type of degree

B. Name of school

Address of school

Attended from (Mo/Yr) to Total credit hours

Type of credit

Major(s) or course

Minor(s)

Did you graduate? Type of degree

16) Use this space to identify any other educational experiences you have had which are pertinent to the position. Include workshops, seminars, military or vocational training etc. which are not listed above. Indicate time involved (hours per work, number of weeks, number of credits, etc.)

17) List any relevant certificates, licenses or registrations you possess or are eligible for. Include expiration dates.

18) List your special qualifications, skills or accomplishments that may help you get a job. Some examples are: skills with machines, most important publications, public speaking and writing experience, membership in professional or scientific societies; patents or inventions, etc.

REFERENCES:

19) List three people who are not related to you and who know your qualifications for the kind of job for which you are applying. Do not list supervisors you listed under 13.

List full name, present address, phone numbers, and occupation.

1)

2)

3)

BACKGROUND INFORMATION:

20) Are you a citizen of the United States? If "No", write the country or countries you are a citizen of:

Important note about questions 21 through 26: We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for most jobs. However, if you fail to tell the truth or fail to list all relevant events, this failure may be grounds for not hiring you or for firing you after you begin work.

21) During the last 10 years, were you fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems? If "Yes", use 27 to write for each job: a) the name of the employer, b) the approximate date you left the job, and c) the reason(s) why you left.

When answering questions 22 - 26 you may omit: 1) traffic fines of \$100.00 or less; 2) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a youth offender law; 3) any conviction set aside under the Federal Youth Corrections Act or similar State law; 4) any conviction whose record was expunged under Federal or State law.

22) Have you ever been convicted of or forfeited collateral for any felony?

23) Have you ever been convicted of or forfeited collateral for any firearms or explosives violation?

24) During the last 10 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do not include violations reported in 22 or 23 above.

25) Are you now under charges for any violation of law?

26) Have you ever been convicted by a court-martial?

If you answered "Yes" to 22, 23, 24, 25, or 26, give details in 27. For each violation, write the 1) date, 2) charge, 3) place, 4) count and 5) action taken.

ADDITIONAL SPACE FOR ANSWERS:

27) Write the number to which each answer applies. If you need more space, attach sheets headed with your name, Social Security number, and the job title.

28) In consideration of my employment, I agree to conform to the rules and standards of the Association and agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Association. I understand that no employee or representative of the Association, other than its president, has the authority to enter into any agreement for employment for any specified period of time, or to make any express or implied agreement contrary to the foregoing. Further, the president of the Association may not alter the at-will nature of the employment relationship or enter into any employment agreement for a specified time unless the president and I both sign a written agreement that clearly and expressly specifies the intent to do so. I agree that this shall constitute a final and fully binding agreement with respect to the at-will nature of my employment relationship and that there are not oral or collateral agreements regarding this issue.

29) Signature - By signing this application, you are certifying that the information is true, correct and complete to your best knowledge and belief. You are authorizing investigation of all statements you have made. Misrepresentation, falsification or omission of facts called for in this application is cause for cancellation of this application or termination of employment. Unsigned applications will not be considered.

Signature

Date

The South Dakota Association of Conservation Districts Inc., in accordance with state and federal laws, does not discriminate on the basis of age, race, color, ancestry, national origin, creed, religion, sex, marital status, disability or political affiliation.