



Brown County Conservation District
524 Enterprise St. S, Suite 300
Aberdeen, SD 57401
(605) 290-7355

Application for Employment

DATA PRIVACY NOTICE: The information requested on this application is intended to be used by the Brown County Conservation District in determining suitability for employment for the position that you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the Brown County Conservation District being unable or unwilling to offer employment to you. The information on this application, which is classified as private data and will not be released outside the County without your consent except as necessary for tax purposes or otherwise required by state or federal law.

COMPLETE INFORMATION: You may complete portions of the application by marking it "see resume." You should, however, supply all of the information requested either on this form or in your resume.

APPLICATION INFORMATION:

Last Name: _____ First Name: _____ M.I.: _____ Date: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ E-mail Address: _____

Date Available: _____ SSN: _____ Desired Salary: _____

Position Applied For: _____

Are you under age 18? Yes _____ No _____

Are you a citizen of the United States: Yes ☐ No ☐ / If no, are you authorized to work in the US? Yes ☐ No ☐

Have you ever worked for this company? Yes ☐ No ☐ If so, when? _____

Have you ever been convicted of a crime? Yes ☐ No ☐ / If yes, explain _____

EDUCATION:

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? Yes ☐ No ☐

College: _____ Location: _____

From: _____ To: _____ Did you graduate? Yes ☐ No ☐ Degree _____

Other Education: _____ Location: _____

From: _____ To: _____ Did you graduate? Yes ☐ No ☐ Degree _____

REFERENCES: Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

PREVIOUS EMPLOYMENT:

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

PRIOR EMPLOYMENT: Have you ever been discharged or forced to resign from prior employment? Yes ☐ No ☐

Disclaimer and Signature

I certify that the information given in this application form and attachments are true and complete to the best of my knowledge. I authorize Brown County Conservation District to investigate all statements made in this application, as necessary, to consider this application. I understand that giving false or misleading information in my application or interview(s) will disqualify me from consideration. I understand that if Brown County Conservation District hires me, I am subject to discharge if I provide false information or omit material information in connection with this application, regardless of when it is discovered.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Brown County Conservation District Board of Supervisors, and that until such approval, the Brown County Conservation District shall not be liable for any reliance or any oral or written offers of employment made to me.

In connection with this application, I hereby authorize any and all former employers, organizations where I have volunteered and references named in this application, or any agent thereof, to release to the Brown County Conservation District and its agents any and all information regarding my job performance and fitness/qualification to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the Brown County Conservation District will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

APPLICANT SIGNATURE _____ **DATE:** _____