

# Application for Employment

## Roberts Conservation District

2018 SD Hwy 10 Ste A, Sisseton, SD, 57262  
605-698-3923    robertscd.org



**DATA PRIVACY NOTICE:** The information requested on this application is intended to be used by the Robert Conservation District in determining suitability for employment for the position that you are currently seeking or my 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 Roberts 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.

### Applicant Information

Last Name		First Name		M.I.	Date
Street Address					Apartment/Unit #
City			State		ZIP
Phone			E-mail Address		
Date Available		SSN		Desired Salary	
Position Applied for					
Are you a citizen of the United States?		Yes	No	If no, are you authorized to work in the U.S.?	
		Yes	No	If so, when?	
Have you ever worked for this company?		Yes	No	If yes, explain	
Have you ever been convicted of a crime?		Yes	No		

### Education

High School		Location:	
From	To	Did you graduate?	Degree
		Yes	No
College		Location:	
From	To	Did you graduate?	Degree
		Yes	No
Other		Location:	
From	To	Did you graduate?	Degree
		Yes	No

### References

*Please list three professional references.*

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

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**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

<b>PRIOR EMPLOYMENT:</b> Have you ever been discharged or forced to resign from prior employment	Yes	No	
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**VETERAN STATUS**

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's:

Preference Points	Yes	No	
Do you wish to claim Veteran's Preference Points	Yes	No	
If you are a disabled veteran and wish to claim additional points, please check here			

**Disclaimer and Signature**

I certify that the information given in this application from and attachments are true and complete to the best of my knowledge. I authorize Roberts 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 Roberts 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 Roberts Conservation District Board of Supervisors, and that until such approval, the Roberts Conservation District shall not be liable for any reliance on 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 Roberts 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 Roberts 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.

Signature

Date