



**Employment Application**

*Conserving Natural Resources for Our Future*

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you authorized to work in the U.S.? YES NO

Do you have a valid driver's license? YES NO

Have you ever been convicted of a crime? "Crime" means all felonies and misdemeanors, including serious driving offenses, e.g. DWI/DUI and reckless driving, but does not include minor traffic offenses or other summary offenses. YES NO

If "yes", explain. Prior conviction will not automatically bar an applicant from employment.

\_\_\_\_\_  
 \_\_\_\_\_

**Education**

	SCHOOL NAME	ADDRESS	NUMBER OF YEARS ATTENDED	MAJOR/DEGREE	DIPLOMA Yes or No	
					YES	NO
HIGH SCHOOL					<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE					<input type="checkbox"/>	<input type="checkbox"/>
OTHER					<input type="checkbox"/>	<input type="checkbox"/>

**References**

*Please list three professional and/or personal 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: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Previous Employment (Continued)**

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_  
*Dishonorable discharge or general discharge is not the absolute bar to employment and other factors will affect the final decision.*

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Information (Optional)**

Please note any other information related to or unrelated to the job description for this position that my help the Conservation District evaluate your suitability for this job. (construction background, soils background, educational course work, personal accomplishments, skills or hobbies, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

"The Huntingdon County Conservation District is an Equal Opportunity Employer that does not discriminate on the basis of race, color, religion/creed, sex, sexual orientation, gender identity, disability, marital status, age, pregnancy, national origin, ancestry, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by applicable federal, state, or local laws or ordinances. This commitment applies to, but is not limited to, decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment. Likewise, employees are responsible for respecting the rights of their coworkers, as we must all work together to ensure continued success."