



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
 What are your salary expectations?

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. Please include any convictions, as well as pleas of "guilty" or "nolo contendere". YES NO

If a "yes", please attach an explanation. Prior conviction will not automatically bar an applicant from employment.

Education

	SCHOOL NAME	ADDRESS	NUMBER OF YEARS ATTENDED	MAJOR/DEGREE	DIPLOMA OR GED 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: _____ EMAIL: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ EMAIL: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ EMAIL: _____

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. I authorize HCCD to conduct a background check as part of the employment process. I understand that employment at HCCD is at-will and may be terminated by either party at anytime.

Signature: _____ Date: _____

Additional Information (Optional)

Please note any other information related to or unrelated to the job description for this position that may 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."