



Dodge Soil and Water Conservation District

916 2nd Street SE
Dodge Center, Minnesota 55927
Phone: 507-374-6364 ext. 3
www.dodgeswcd.org

APPLICATION FOR CLASSIFIED PERSONNEL

I. **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Dodge Soil & Water Conservation District (SWCD) to provide equal employment for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

II. **DATA PRIVACY NOTICE**

The information requested on this application is intended to be used by the Dodge Soil and Water Conservation District in determining suitability for employment for the position, which 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 Dodge Soil and Water Conservation District being unable or unwilling to offer employment to you. The information on this application, which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the Dodge Soil and Water Conservation District without your written consent except as necessary for tax purposes or as otherwise required by state or federal law.

III. **POSITION DESIRED**

Title of position for which you are applying: _____

Date Available to Begin Employment: _____

IV. **PERSONAL DATA**

Name: _____
(First) (Last) (Middle Initial)

Address: _____

Phone: _____

Are you legally eligible to hold employment in the United States? Yes No

Criminal Background Information

The Dodge Soil and Water Conservation District will request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the Dodge Soil and Water Conservation District may conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check from the BCA or other agency, the content of which is acceptable to the Dodge Soil and Water Conservation District, and formal approval by the Board of Supervisors.

Have you previously worked for a Soil & Water Conservation District (SWCD) or Land Conservation Department (LCD)? Yes No

If yes, position held _____

If yes, under what name may your previous employment records be found?

Can you perform the essential functions of this position as described in the position description with or without accommodations? Yes No

If accommodations are required for the interview process, please notify the Dodge Soil and Water Conservation District when contacted regarding an interview.

List all other names under which you have been employed, or under which your employment or educational records may be found.

V. EDUCATION & TRAINING

Educational Institution	Name & Address of	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate or Tech College				
Graduate or Professional				
Other (Specify)				

List all work and volunteer experience, the most recent to be listed first.

Employer Name: _____

Employer Address: Job Title: _____

Job Duties: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: Job Title: _____

Job Duties: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: Job Title: _____

Job Duties: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Attach additional sheets if necessary.

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SUPERVISORS: RICK ALBERTS – BRUCE FREERKSEN– LARRY SCHERGER – DAVID LIVINGSTON – GLENN HAHN

List current licenses, registrations, or certificates relevant to the position for which you are applying.

<u>License/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expiration</u>

All applicable licenses or certifications must be received by the Dodge Soil and Water Conservation District Office prior to the employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.

VI. PROFESSIONAL REFERENCES

These should be people in a position to discuss your qualifications for the position you seek. Include managers, directors, or heads of departments under whom you have worked. Indicate any that are related to you. The Dodge Soil and Water Conservation District reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____

Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____

Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____

VII. PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment? _____

If so, identify the employer and describe the circumstances:

VIII. UNEXCUSED ABSENCES FROM WORK

How many days were you inexcusably absent from work during the preceding three (3) years other than absences due to illness or injury of you or your immediate family? _____

Describe any related training, apprenticeships, internships, specialized skills related to the position (e.g., grant-writing), and any additional information we should consider.

Describe briefly any administrative related background experience you have, especially SWCDs.

Describe any payroll and budget management experience you may have.

IX. PERSONAL STATEMENT

Please indicate why you are interested in this position and what specific goals you hope to accomplish if selected. Explain your views on the role of public sector professionals today, and how you see the role developing in the next 10 years

X. CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE

I certify that the information given in this application form and attachments are true and complete to the best of my knowledge. I authorize the Dodge Soil and Water 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 the Dodge Soil and Water 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 Dodge Soil and Water Conservation District Board of Supervisors, and that until such approval, the Dodge Soil and Water 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 (“volunteer organizations”) and references named in this application, or any agent of such a former employer or volunteer organizations, to release to the Dodge Soil and Water Conservation District and its agents any and all information regarding my job performance and fitness/qualifications 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 Dodge Soil and Water 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.

I hereby release the Dodge Soil and Water Conservation District and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of the Dodge Soil and Water Conservation District, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date: _____

Signature: _____

(Do Not Print)

Notice to Applicant: If you do not agree with any portion of the acknowledgement, certification, authorization and release, cross out that section and initial it.

Notice to Dodge Soil and Water Conservation District Applicants - Tennesen Warning

In accordance with the Minnesota Government Data Practices Act, the Dodge Soil and Water Conservation District is required to inform you of your rights as they relate to the private information collected from you. Private data is information which is available to you, but not to the public. The personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the Dodge Soil and Water Conservation District. All data collected is considered private except for the following:

1. Your veteran's status
2. Relevant test scores
3. Your rank on our eligibility list
4. Your job history
5. Your education and training
6. Your work availability

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information. In the event you are hired by Dodge Soil and Water Conservation District, additional information (list available from Personnel) becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules and regulations of Dodge Soil and Water Conservation District. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you, to appropriate Dodge Soil and Water Conservation District employees, and others as provided by state and federal law who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment which is not designated in this notice as private. Except for race, sex, age and disability data, the information you give us about yourself is needed to identify you and to assist the Dodge Soil and Water Conservation District in determining your suitability for the position for which you are applying

Applicant Certification

1. I certify that answers given herein are true and complete to the best of my knowledge.
2. I authorize investigation of any and all information which may concern my previous employment record, including results of state or federally mandated drug and/or alcohol tests. I hereby release my present and former employers, any city, county, or state law enforcement agencies, and all persons whomsoever from any damage resulting from furnishing said information.
3. I understand that any false or misleading information provided, or omissions or concealment of fact(s), may result in disqualification from consideration of employment, and constitutes grounds for immediate dismissal should I be employed by the Dodge Soil and Water Conservation District. I further understand that I will be subject to a criminal background check and that an offer of employment may be rescinded based on information from that background check.
4. I understand that this application is not intended to be a contract of employment, and that any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time.
5. I understand the above statement "Notice to Dodge Soil and Water Conservation District Applicants - Tennesen Warning" regarding the Minnesota Government Data Practices Act (MN Statutes 13.04 and 13.43).
6. I certify that I am fully aware of the essential functions of the position and am capable of carrying them out with or without reasonable accommodations.
7. I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Dodge Soil and Water Conservation District Board and that until such approval that the Dodge Soil and Water Conservation District shall not be liable for any reliance on any oral or written offers of employment made to me.
8. I also understand that, upon acceptance of employment, a one-year evaluation period applies before transferring to regular employment status.

Signature of Applicant

Date

Veterans Preference Instructions

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: COPY OF "MEMBER COPY 4" VETERAN'S DD214 OR OTHER MILITARY DOCUMENTS MUST BE SUBMITTED WITHIN 7 CALENDAR DAYS AFTER THE APPLICATION DEADLINE FOR THE POSITION. (Veteran is defined by Minn. Stat. § 197.447) You are not required to supply this information, but we cannot award veteran points without it.

The Veteran must:

- be a U.S. citizen or resident alien
- have received a discharge under honorable conditions from any branch of the U.S. Armed Forces
- AND have either
 - served on active duty for a minimum of 181 consecutive days, or
 - have been discharged by reason of service-connected disability, or
 - have completed the minimum active-duty requirement of federal law as defined by CFR Title 38, Section 3.12a, having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - have certified service and verification of "veteran status" granted under U.S. PL 95-202.

Veteran is: self spouse (if spouse, veteran's name:____)

Branch of Service: _____

Service Number _____

Dates of Active Duty _____ to _____

Rank at Discharge _____

Type of Discharge _____

VETERAN (10 points) "Member copy 4" of DD214 or DD215 must be submitted to receive points.

Honorably Discharged Veteran	Yes	No
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DISABLED VETERAN (15 points) "Member Copy 4" of DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.

Qualified Disabled Veteran	Yes	No
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Percent of Disability _____%

SPOUSE OF DECEASED VETERAN (10 points or 15 points if the veteran was disabled at time of death) "Member Copy 4" of DD214 or DD215, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.

Date of Death _____	Have you remarried?	Yes	No
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SPOUSE OF DISABLED VETERAN (15 points) "Member Copy 4" of DD214 or DD215 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.

How does Veteran's disability prevent performance of a stated job "requirement"? Due to the veteran's service-connected disability the veteran is unable to qualify for this position because of the following (please be specific):_____

I hereby claim veteran's preference for this position and certify that the information given in this document is true and correct. I also authorize the release of necessary information by the Veterans Administration to the Dodge Soil and Water Conservation District.

Signature of Applicant

Date