

COLUMBIA COUNTY CONSERVATION DISTRICT EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED.
BE SURE TO SIGN AND DATE APPLICATION.

PERSONAL INFORMATION

FULL NAME: _____ DATE: _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite
City State Zip Code

E-MAIL: _____ PHONE: _____

DATE AVAILABLE: _____ DESIRED PAY: \$ _____ HOUR SALARY

POSITION DESIRED: _____

EMPLOYMENT TYPE DESIRED: FULL-TIME PART-TIME

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? YES NO*

**Federal Law requires verification of documents establishing the right to work must be presented if a job offer is made.*

HAVE YOU EVER WORKED FOR THIS EMPLOYER? YES* NO

*IF YES, WRITE THE START AND END DATES: _____

HAVE YOU EVER BEEN CONVICTED OF, OR PLED GUILTY, OR NOLO CONTENDRE TO A FELONY? YES* NO

*IF YES, PLEASE EXPLAIN: _____

**A criminal record does not constitute an automatic bar to employment and is considered only as it relates to the job being applied.*

DO ANY OF YOUR FRIENDS OR RELATIVES, OTHER THAN SPOUSE, WORK HERE?
 YES* NO

*IF YES, STATE NAME AND RELATIONSHIP: _____

EDUCATION

HIGH SCHOOL: _____ **CITY / STATE:** _____

STATUS: IN PROGRESS CURRENTLY ENROLLED CURRENTLY COMPLETING
 GENERAL EDUCATION DEVELOPMENT CERTIFICATE/DIPLOMA COMPLETED/GRADUATED

COLLEGE: _____ **CITY / STATE:** _____

STATUS: IN PROGRESS CURRENTLY ENROLLED CURRENTLY COMPLETING
 COMPLETED/DEGREE ATTAINED

MAJOR: _____ **DEGREE ATTAINED, IF APPLICABLE:** _____

OTHER: _____ **CITY / STATE:** _____

STATUS: IN PROGRESS CURRENTLY ENROLLED CURRENTLY COMPLETING
 COMPLETED/GRADUATED

DEGREE OR CERTIFICATE ATTAINED, IF APPLICABLE: _____

VETERAN STATUS: CURRENTLY SERVING VETERAN NON-VETERAN

**PLEASE ATTACH ANY ADDITIONAL EDUCATIONAL INFORMATION TO THIS APPLICATION ON A SEPARATE SHEET*

PROFESSIONAL REFERENCES

(PERSONAL REFERENCES NOT ACCEPTED)

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ **TITLE:** _____

E-MAIL: _____ **PHONE:** _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK?

YES NO

DO YOU AGREE TO HOLD HARMLESS, THE COLUMBIA COUNTY CONSERVATION DISTRICT, AND ANY PERSON OR BUSINESS THAT MIGHT BE CONTACTED DURING THE PROCESS OF BACKGROUND AND REFERENCE CHECKS?

YES NO

DISCLAIMER

I, the Applicant, certify the accuracy and completeness of the information provided on this application, with notice that falsification of any information on the application form is grounds to reject employment or terminate employment if the falsification is found after the applicant is hired.

I, the Applicant, understand that the Columbia County Conservation District is an Equal Employment 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, genetic information, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by the applicable federal, state, or local laws. This commitment applies, 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 co-workers, as we must all work together to ensure continued success.

I, the Applicant, understand that the Columbia County Conservation District is an "at-will" employer, therefore any employment is for an indefinite period of time, and it is subject to termination by you or the Columbia County Conservation District, with or without cause, with or without notice, at any time.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____