



APPLICATION FOR EMPLOYMENT

Name	
Last: _____ First: _____ Middle: _____	
Social Security No.: ____ - ____ - ____	Telephone Number (____) ____ - ____
Present Address	
Street Address _____ City _____ State _____ Zip Code _____	
How long have you lived at this address? Since: _____	
Previous Address	
Street Address _____ City _____ State _____ Zip Code _____	
How long did you live at this address? From _____ To _____	
(Please list <u>all</u> prior addresses at which you lived within ten years of this Application on separate paper)	
Are you a United States citizen or an alien authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you over 18 years of age <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a valid driver's license & automotive insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain the nature of the conviction, the date, sentence (if any) and any other relevant information:	
(The existence of a criminal record does not constitute an automatic bar to employment.)	

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EMPLOYMENT DESIRED

Position(s) Desired: _____ Salary Requirement: _____

Have you previously been employed by a Conservation District? Yes No (If Yes, please provide name of District, dates of employment and other relevant information in EMPLOYMENT HISTORY section.)

Have you previously applied for employment with Juniata CCD? Yes No (If Yes, please provide dates applied and position(s)):

Status Desired: Full Time Part Time Hours Desired: _____

EMPLOYMENT HISTORY

Starting with your current or most recent employer, please list all periods of employment, self-employment, military service or unemployment:

Employer's Name and Address	Dates of Employment	Position(s) Held	Salary/Wage	Reason For Leaving
Name Street Address City, State, Zip Code Telephone Number	Hire Date: _____/_____ Month/Year End Date: _____/_____ Month/Year	 Names of Supervisors	Start: \$/_____/wk End: \$/_____/wk	
Employer's Name and Address	Dates of Employment	Position(s) Held	Salary/Wage	Reason For Leaving
Name Street Address City, State, Zip Code Telephone Number	Hire Date: _____/_____ Month/Year End Date: _____/_____ Month/Year	 Names of Supervisors	Start: \$/_____/wk End: \$/_____/wk	

EMPLOYMENT HISTORY- continued

Employer's Name and Address	Dates of Employment	Position(s) Held	Salary/Wage	Reason For Leaving
Name	Hire Date:		Start:	
Street Address	_____/_____ Month/Year		\$_____/wk	
City, State, Zip Code	End Date:	Names of Supervisors	End:	
Telephone Number	_____/_____ Month/Year		\$_____/wk	

* Please list all additional employers and requested information on separate paper.

* Please fully explain all periods of self-employment and any gaps in your employment history.

Have you ever been discharged, terminated or asked to resign from a job? Yes No (If yes, explain below)

May we contact your current employer? Yes No (If no, please explain below)

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EDUCATION

Do you have a high school diploma or General Education Diploma (G.E.D.)? **Yes** **No** (If no, how many years of high school have you completed?)

	Name and Address of Institution	Course of Study or Major	Years Completed	Diploma/Degree
Undergraduate College				
Professional, Business or Correspondence				
Other				

Please list any additional certifications, degrees or training which you have received which may be relevant to your candidacy for employment with the Juniata County Conservation District:

REFERENCES

Please provide three references who are **not** previous employers or relatives

Name	Address	Relationship	Telephone Number	Years Known

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APPLICANT'S STATEMENT

Please read carefully before signing

I hereby affirm that the information provided on this Application and accompanying resume (if any) is true and correct to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may result in my discharge if discovered at a later date. I agree that the Juniata County Conservation District shall not be liable, in any respect, if my employment is terminated because of false statements, answers or omissions.

I authorize the Juniata County Conservation District to investigate all statements made in this Application, contained in my resume or made by me in any interview or other document. I authorize the Juniata County Conservation District to investigate all statements in this Application and to secure any necessary information from employers, references, educational institutions and certifying entities. I hereby release these employers, references, educational institutions and certifying entities from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications and/or my suitability for employment.

I hereby agree to submit to any **illegal drug-screening test** that may be required, and also as a condition of employment and understand that to refuse to drug testing during the application process or during the course of my employment may result in a rejection of my application, discipline and/or discharge. I understand that I may receive a job offer that is conditioned upon my completion of a medical examination or inquiry, or a demonstration of my ability to perform the essential functions of the position for which I have applied, and also requires the completion **Pennsylvania's Child Abuse History Clearance, Pennsylvania's Criminal Background Check (PATCH), and FBI Background Clearances.**

In the event of my employment with the Juniata County Conservation District, I understand that my employment is terminable at will, that I am not being employed for any specified time and that this Application is not a contract for employment. I recognize that, if hired, either I or the Juniata County Conservation District remain free to terminate the employment relationship at any time, with or without cause, with or without notice.

I understand that this Application will be considered active for a period of 60 days. Should I wish to be considered for employment beyond this period of time, I acknowledge that I must complete another application form or request in writing that my Application continue to be considered.

SIGNATURE OF APPLICANT _____

DATE _____

The Juniata County Conservation District is an equal opportunity employer and considers all qualified candidates for employment without regard for race, color, religion gender, national origin, ancestry, age, physical or mental disability, marital or veteran status, pregnancy or any other legally protected status.

If you require any special reasonable accommodation in completing this application, interviewing, completing any pre-employment testing or otherwise participating in the employment selection process, please advise us.