



**Macon County Conservation District
3939 Nearing Lane
Decatur, IL 62521**

Employment Application

All sections of this application must be completed even if a resume is attached.

Personal

Name: _____
LAST FIRST M.I.

Present address: _____
STREET CITY STATE ZIP

Telephone number: _____ Other phone/email address _____

Position(s) applying for: _____

Salary/wage desired: \$ _____
Regular Full-time
Seasonal Part-time

Have you worked for us before? YES / NO If yes, when? _____

List any relatives/friends working for us: _____

Have you used another last name in which your educational or employment records are filed? YES / NO

If yes, please provide name: _____

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation? YES / NO

How were you referred to the Macon County Conservation District?

Advertisement (Give name of publication: _____)

}

Bulletin (Location where you saw it posted: _____)

}

Other (Please explain: _____)

}

Are you legally authorized to work in the United States? YES / NO

Are you below the age of 18? YES / NO

Have you, since age 18, been convicted of a misdemeanor or felony, other than minor traffic violations?
YES / NO

(You are not obligated to disclose sealed or expunged records of convictions or arrests. Note: a conviction record will not necessarily exclude you from employment. All factors such as age and time of offense, seriousness and nature of the violation, and rehabilitation are taken into account).

If the job for which you are applying requires driving a district vehicle, do you possess a valid drivers license?

YES / NO

AN EQUAL OPPORTUNITY EMPLOYER

Education

Certificate Name and Location of School	Date Attended		Major Subject and Number of Years Completed	Degree or Earned
	From	To		
High School				
College(s)				
Business, Technical or Certificate Programs				

Professional registrations, license and/or certificates and date received:

Additional training/skills that relate to the position:

List any organizations, clubs, societies or professional memberships which relate to the job for which you are applying:

Military Service Record

Have you served in the U.S. Armed Forces? YES / NO Branch: _____

Enlistment date: _____ Discharge date: _____

What special military training did you receive that would relate to the job for which you are applying?

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Employment History

Beginning with your current or most recent employer, please complete this section as accurately as possible.

Firm name: _____ Location: _____

From: _____ To: _____ Hours per week: _____
MO/YR MO/YR

Job title: _____ Starting salary: \$ _____ Ending salary: \$ _____

Describe your duties: _____

Reason for leaving: _____

Supervisor's name: _____ Telephone number: _____ May we contact? YES /

NO _____

Firm name: _____ Location: _____

From: _____ To: _____ Hours per week: _____
MO/YR MO/YR

Job title: _____ Starting salary: \$ _____ Ending salary: \$ _____

Describe your duties:

Reason for leaving:

Supervisor's name: _____ **Telephone number:** _____ **May we contact? YES /**

NO _____

Firm name: _____ **Location:** _____

From: _____ **To:** _____ **Hours per week:** _____
MO/YR MO/YR

Job title: _____ **Starting salary: \$** _____ **Ending salary: \$** _____

Describe your duties:

Reason for leaving:

Supervisor's name: _____ **Telephone number:** _____ **May we contact? YES /**

NO _____

Additional comments may be written on the next page

References

List the names of two persons who know your character, ability or experience and have known you for at least two years. For example, current or former co-workers, neighbors. **Please do not list relatives.**

Name	Relationship	Telephone
number		

Applicant Comments

I understand that this employment application and any other District documents are not contracts of employment and that any individual who is hired may voluntarily leave employment, and may be terminated by the District at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I hereby authorize the District to make all reasonable inquiries of current and previous employers and other sources to determine my fitness for hire.

The information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered grounds for dismissal.

SIGNATURE

DATE

Thank you for completing this form and for your interest in the Macon County Conservation District. All qualified applicants will be considered for employment without regard to race, color, age, sex, religion, national origin, ethnic identity, disability, marital status or veteran status.