

Education

School Level	Name and Location of School	Course of Study	Did you graduate or degree obtained? Date
High School			
Undergraduate College			
Graduate or Professional			
Any Other Education (specify)			

Training and Other Qualifications

Subject or Title of Training	Course Work Area	Length of Training

List any special equipment or machines you can operate: _____

List computer software in which you have skills, including word processing, spreadsheets, database programs, web page design, graphic design, GIS, and /or engineering software. _____

List any additional relevant skills you have: _____

Licenses, Registrations, and Certificates

(Be sure to include any valid driver's license if required for job)

License/Certificate Issued by	Field/Trade/Specialization	License/Certificate #	Expires

Employment Experience

List each job held. Start with your **present** or **most recent** job. You may include volunteer activities but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status. If you need additional space, attach extra copies of this page.

Employer:	Dates From To	Job Duties:
Address:		
Job Title:	Hour Rate/Salary Starting Final	
Supervisor:		
Reason for Leaving:	Phone:	May we contact?
Employer:	Dates From To	Job Duties:
Address:		
Job Title:	Hour Rate/Salary Starting Final	
Supervisor:		
Reason for Leaving:	Phone:	May we contact?
Employer:	Dates From To	Job Duties:
Address:		
Job Title:	Hour Rate/Salary Starting Final	
Supervisor:		
Reason for Leaving:	Phone:	May we contact?
Employer:	Dates From To	Job Duties:
Address:		
Job Title:	Hour Rate/Salary Starting Final	
Supervisor:		
Reason for Leaving:	Phone:	May we contact?
Please explain any gaps in employment:		
Have you ever been fired or asked to resign from a job? If yes, please explain.		

References

Please provide the names and contact information of three professional references who are not related to you and are not previous supervisors. If professional reference are not available, provide school or personal references who are not related to you.

Name	Title	Relationship	Telephone	Years Known

Summary of Qualifications

In the area below, describe briefly the experience, education, training, and other factors that qualify you for the position for which you are applying. Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Applicant Statement and Signature

I certify that all information I have provided in order to apply for and obtain employment with Muskingum SWCD is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility for any employment with Muskingum SWCD and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from MSWCD service, whenever it is discovered. I give Muskingum SWCD the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency, or individual assisting Muskingum SWCD in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Muskingum SWCD, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Muskingum SWCD, its agents, member or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Muskingum SWCD is of an "at will" nature, which means that I am free to resign at any time and Muskingum SWCD reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment, including, but not limited to hours, benefits and salary are subject to change by Muskingum SWCD at any time. I understand that no representative of Muskingum SWCD is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant's Signature

Date