



*An Equal Opportunity and Affirmative Action Employer*

**EMPLOYMENT APPLICATION**

We appreciate your interest in our organization. Please answer all questions. We comply with state and federal laws prohibiting discrimination in employment because of race, color, creed, religion, gender, national origin, disability, marital status, familial status, age, status with regard to public assistance, or membership or activity in local commissions. Our policy prohibits discrimination on the basis of sexual orientation or identity.

This application must be completed, and is supplemental to other required materials such as a resume, cover letter and any other documentation as requested in the original posting for the position in which you are applying.

**Upon request, this application will be provided in alternative formats to individuals with disabilities.**

**Please print clearly using black or blue ink, or type.**

**Position for which you are applying:**

**Salary expectation: \$**

**Personal Information:**

First Name:

Middle:

Last:

Address:

City:

State:

Zip:

Email:

Phone:

**Eligibility to work:**

Are you able to work in the United States?  Yes  No

*if no, you will be asked to present Form I-151, Form I-94 or other form indicating your alien status.*

Are you related by blood or marriage to any Minnehaha Creek Watershed District Board Member or Employee?  Yes  No

*Your response to this question will be considered only in relation to the District's nepotism policy.*

**Veteran's Preference:**

**Proof:** You must submit a DD-214 as proof of eligibility for Veteran's Preference at the time of application in order to receive preference points. Such proof must include conditions of and length of service. In the case of a

disabled veteran, a verification of disability from the Veteran's Administration will be required. The spouse of a deceased veteran must provide a death certificate along with other required eligibility papers.

**Eligibility:** To qualify for Veteran's Preference, you must have been separated under honorable conditions from any branch of the armed forces of the United States after having served 181 consecutive days of active duty, or have been discharged for a service-connected disability and be a U.S. citizen or legal resident alien. The spouse of a deceased veteran or a disabled veteran who, because of such disability, is not able to earn a living, may also qualify. A person eligible to receive a monthly veteran's pension based on length of service will not be eligible to receive a monthly veteran's pension based on length of service will not be eligible for Veteran's Preference.

**Please complete the following if applying for veteran's preference:**

Veterans Name: \_\_\_\_\_ Active Service Dates: \_\_\_\_\_ to: \_\_\_\_\_

Are you receiving or eligible to receive a monthly veteran's pension based on length of service?

Yes  No

If yes: Claim # \_\_\_\_\_ Current % of disability: \_\_\_\_\_

**If spouse of veteran, please complete the following:**

Veteran's present occupation: \_\_\_\_\_

Veteran's total employment earning for the past 12 months: \_\_\_\_\_

If spouse of deceased veteran, please complete the following: Date of Death: \_\_\_\_\_

Have you remarried?  Yes  No

**References:** *(if included in your resume, you do not need to fill out this portion)*

List persons familiar with your work or education experience, for example, list supervisors, coworkers, or teachers.

Full Name	Address	Yrs Known	Relationship	Phone #

**Do you have a Valid driver's license?**  Yes  No

State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Class:  A  B  C  D

**Understanding of Employment Terms Agreement:**

I understand my application for employment and related documents become the property of the Minnehaha Creek Watershed District, and completion of the application by me does not guarantee employment or obligate the Minnehaha Creek Watershed District in any way.

I certify that the information provided by me in this application, testing, or interview is accurate and true. I understand that false information, misrepresentation or omission of facts may be sufficient cause, in and of itself, for rejection of my application, or dismissal if I am hired, whenever discovered. I authorize the Minnehaha Creek Watershed District to investigate my

past employment and/or education history. I release the Minnehaha Creek Watershed District from any liability or damages arising from this investigation.

I authorize former employers, schools, personal and professional acquaintances to give the Minnehaha Creek Watershed District, or its agents, information regarding my character, ability, general reputation, personal characteristics and past records; and I release these organizations and individuals from any liability or damages for issuing information.

I agree that as a condition of employment I may be required to pass any written, oral and medical examinations appropriate for the position for which I am applying.

I understand that an offer of employment made by the Minnehaha Creek Watershed District may be contingent, depending upon the position for which I am applying, upon the successful completion of a comprehensive background check.

If I am employed, I agree to abide by all regulations and policies of the Minnehaha Creek Watershed District.

**I have read and understand the above conditions and hereby agree to them.**

**Signed:**

**Date:**

*Application materials may be submitted electronically to the email address listed on the job announcement. Your typed name in lieu of your signature is adequate if you are submitting your application electronically – you do not need to mail hard copies of your application materials.*