

APPLICATION FOR EMPLOYMENT

Muskingum Watershed Conservancy District

1319 Third Street NW • P.O. Box 349

New Philadelphia, Ohio 44663-0349

Phone 330-343-6647 • Toll free 877-363-8500

Fax 330-364-4161

www.mwcd.org

All applicants are considered without regard to race, color, national origin, religion, gender, age, disability, marital or veteran status.

— PLEASE PRINT —

Date Application Completed _____

Last Name		First Name		Middle Name	
Mailing Address			City, State, Zip Code		
Telephone Numbers			Social Security Number		
Position(s) applied for			Email		
How did you learn about MWCD?					
Advertisement		Friend	Walk-in	Web Site	Relative
Other (specify)					

Best way to contact you is: phone number(s) _____ email _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with MWCD before? If Yes, give date _____ Yes No

Have you ever been employed with MWCD before? If Yes, give date _____ Yes No

Do any of your friends or relatives work with MWCD? Yes No

If Yes, state name, relationship and position _____

Do you have any part-time or full-time jobs that you would expect to continue during your employment with MWCD? Yes No

If Yes, please explain _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Date available for work: _____ Approximate salary or hourly wage desired: _____

Are you available to work: Full Time (*Please indicate Morning Afternoon Evening*)
 Part Time (*Days available to work: S M T W T F S*)
 Seasonal (*Please see position listing on last page*)

If you are applying for a position involving driving, do you have a valid Ohio driver's license? Yes No

Will you have reliable transportation to and from work? Yes No

WE ARE AN EQUAL OPPORTUNITY AND DRUG-FREE WORKPLACE EMPLOYER

WORK EXPERIENCE *(List last ten [10] years or last four [4] employers.)*

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title full-time temporary part-time	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title full-time temporary part-time	Hourly Rate/Salary		
Supervisor	Starting	Final	
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Comments *(include explanation of any gaps in employment.)*

EDUCATION				
School	Name and Address of School	Course of Study	No. of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Licenses, Registrations, and Certificates.
Be sure to include any valid driver's license or commercial driver's license, if required for job.

License/Certificate Issued by	Field/Trade/Specialization	License/Certificate Number	Expiration Date

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

Additional information (not listed above) *(Attach additional sheets if necessary.)*

Other qualifications: summarize special job-related skills and qualifications acquired from employment or other experience.

Office experience or training	Computer experience or training
Maintenance experience or training	Engineering experience or training

List experience or knowledge with computer software (specify in detail)

State any additional information you feel may be helpful to us in considering your application.
(Attach additional sheets if necessary.)

Personal/Professional References *(do not include relatives)*

	Name	Phone Number (home/work)	Length of time known	Occupation
1				
2				
3				

Record of Conviction

Have you ever been convicted of a crime other than a minor traffic offense ? Yes No
 If yes, provide date, place of conviction and type of crime:

Certification

My signature constitutes my certification that my responses are true and complete. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for the Muskingum Watershed Conservancy District (MWCD) to investigate the facts submitted and for those with relevant information, including, but without limitation, physicians, hospitals, law enforcement agencies and my prior employers, to release such information to the MWCD, and I release them from any liability for providing such information to the MWCD. I also authorize the MWCD to check my driving record if the position I am applying for requires driving. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act. I understand and agree that any falsification or omission either on this form or in my responses to questions asked during the interviewing or examination process is grounds for immediate termination of employment, no matter when the falsification or omission is discovered. I also understand that, if hired, my employment is to be "at will" and that either I or my employer may terminate my employment at any time, with or without cause, unless the "at will" arrangement is modified by a written agreement signed by both me and a duly authorized officer of the MWCD.

NOTE: All positions require pre-employment drug and/or alcohol testing. The drug-free workplace policy includes pre-employment drug and/or alcohol testing, reasonable suspicion drug and/or alcohol testing, post-accident drug and/or alcohol testing, and random drug and/or alcohol testing. I understand that the MWCD requires the successful completion of a negative drug screen and/or a breath alcohol test as a condition of employment.

 Signature (do not print or type)

 Date

*Revised February 2002
 Revised August 2005*

Complete this section if you are interested in seasonal employment

LOCATION <i>(check all that apply)</i>					
	Main Office		Charles Mill Park		Seneca Park
	Atwood Park		Pleasant Hill Park		Tappan Park
POSITION DESIRED <i>(check all that apply)</i>					
	Activities Staff		Gate Attendant		Boat Rental Attendant
	Beachguard		Intern/Work Study		Park/Lake Ranger
	Cleaning Staff		Maintenance/Groundskeeping		Sales Clerk

If hired, when would you be able to report for work? weekends regular schedule

What is the latest date you will be able to work? weekends regular schedule

Seasonal positions routinely require working weekends. Will you be able to work any day of the week?
 Yes No