



3939 Nearing Lane / Decatur, IL 62521 / 217-423-7708

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: _____ 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 ☐

If the job for which you are applying requires driving a district vehicle, do you possess a valid driver's license? ☐ YES / ☐ NO ☐

AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Location of School	Date Attended From / To	Major Subject and Number of Years Completed	Degree or Certificate Earned
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: _____

Describe your duties: _____

Reason for leaving: _____

Supervisor's name: _____ Telephone: _____ May we contact? ☐ YES / NO ☐

Firm name: _____ Location: _____

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

Job title: _____

Describe your duties: _____

Reason for leaving: _____

Supervisor's name: _____ Telephone: _____ May we contact? ☐ YES / NO ☐

Firm name: _____ Location: _____

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

Job title: _____

Describe your duties: _____

Reason for leaving: _____

Supervisor's name: _____ Telephone: _____ 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.