
Application for Employment

Boone County Conservation District
603 N. Appleton Rd, Belvidere, IL 61008

Equal access to programs, services and employment is available to all persons.
Those applicants requiring reasonable accommodation should notify the District.

Please print or type.

Position(s) applied for _____ Date of Application ___/___/___

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone (____) _____ Cell phone (____) _____

Email address _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Are you legally eligible for employment in this country? Yes No

Have you ever worked here before? Yes No

Date available for work: ___/___/___

Type of employment desired: Full-Time Part-Time Seasonal Temporary Other

Employment History

Employment history must be complete. Account for all periods of employment, starting with current or most recent employer.

Dates	Employer/Supervisor	Phone/Email	Position & Duties	Reason for Leaving

Educational Background

Name and Location	Year or Level Completed	Did You Graduate?	Degree Earned	Course of Study
High School or GED				
College				
Other				
Other				

List any training, skills, licenses, and/or certificates related to job functions:
For example, CPR, First Aid, etc.

List any languages you speak fluently: _____

References

Provide three references, other than family members.

Name	How Does This Person Know You?	How Long	Phone or Email

THIS IS NOT A CONTRACT OR AN AGREEMENT.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from BCCD's service, whenever it is discovered.

I give the BCCD the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the BCCD and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The BCCD does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by local or federal law.

This application is current for one year, at the conclusion of this time, if I have not heard from BCCD and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the BCCD reserves the same right to terminate my employment at any time, with or without cause and without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that no representative of the BCCD other than an authorized officer has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is BCCD policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that the Boone County Conservation District is a **drug-free** workplace. If hired, I agree to submit to a drug test. I also understand that I will be required to pass a work-related physical.

If I am hired, I authorize the Boone County Conservation District to perform a criminal background check.

Signature: _____ **Date:** ___/___/___