

# Application for Employment

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

(Please print or type)

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

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_-\_\_\_\_

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. List all employment, starting with present or most recent employer. Account for all periods of employment.

Dates	Employer/Supervisor	Phone	Position & Duties	Reason for Leaving

**Educational Background**

Name and Location	Years or Level Completed	Did You Graduate?	Degree Earned	Major 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.*

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**References**

Name	How Does This Person Know You?	For How Long?	Phone

Have you ever been convicted of a felony or misdemeanor other than a traffic ticket?  Yes  
 No

*(A conviction may be relevant if job-related, but will not necessarily disqualify an applicant from employment.)*

If yes, please list: \_\_\_\_\_

**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's 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.

**If I am hired, I authorize the Boone County Conservation District to perform a criminal background check for positions that require applicant to work with children or large amounts of money.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_