



CLEAN.CLEAR.CONSERVATION.

**Hamlin Conservation District**

PO Box 165  
Hayti, SD 57241  
Phone: 605-783-3642  
EMAIL: hamlincd@sdconservation.net  
www.hamlincd.net

**Employment Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Present Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Telephone Number(s) \_\_\_\_\_  
*Home Cell*

Position Applied for: \_\_\_\_\_

Date Available to start:

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending :\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_



**APPLICANT STATEMENT**  
**PLEASE READ AND SIGN BELOW**

**Please read and initial each of the following statements.** Your initials and signature verify that you have read, understand, and agree to abide by these statements.

\_\_\_\_ I hereby certify that the information given by me is true and complete to the best of my knowledge and belief. I further authorize investigation of all statements I have made. Misrepresentations, falsification, or omission of facts called for in this application or in the interview process is cause for cancellation of this application or termination of employment. **Unsigned applications will not be considered.**

\_\_\_\_ I authorize the Hamlin Conservation District, its officers, agents, and employees to conduct a background investigation (including criminal) prior to making a decision regarding employment. I release and hold harmless the Hamlin Conservation District, its officers, agents, and employees, and the person providing the information from any liability related to the performance or result of this check.

\_\_\_\_ If employed, I understand that my employment is for no definite period of time and, if terminated, the Hamlin Conservation District is liable only for wages to cover actual hours worked as of the date of termination.

\_\_\_\_ I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_ I understand I may be required to successfully pass an alcohol and drug screening examination. I hereby consent to a pre- and/or post-employment alcohol/drug screen as a condition of employment, if required.

\_\_\_\_ Finally, I understand that this application does not constitute a contract or guarantee employment, or if employed, does not bind either party to a specific period of employment.

**Authorization for Reference Requests**

\_\_\_\_ I have applied with the Hamlin Conservation District for employment and I desire that they be fully advised of my record with former employers and schools I have attended. I, therefore, give my permission and request that former employers and prior schools attended furnish any and all requested information and records to the Hamlin Conservation District on their request for references in regard to the position for which I have applied. In addition, I hereby release all involved parties from any and all liability of damages for requesting or providing the reference information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Can type name indicating electronic signature

The Hamlin Conservation District considers applicants for all positions without regard to race, color, religion, sex, age, national origin, marital or veteran status, disability, creed, ancestry, political affiliation, or any other legally protected status.