



Application for Employment

An Equal Opportunity Provider and Employer

Instructions: Please print legibly. Your interest in employment with the PSWCD is appreciated. This application is the initial step in the selection process and will help the PSWCD assess your qualifications, experience and training. You must complete this application, in full, to be considered for employment. If you have a resume, you may attach it to the application form, however, you must still complete this application form. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back of this form. If you need assistance completing this form because of a disability, please request that the official provide someone to assist or you may request some other reasonable accommodation.

Date of Application: _____

Personal Information

Name: _____
 Last First Middle

Address: _____
 Number Street City State Zip

Phone No.: _____ Alternate Phone: _____

Email Address: _____

Employment Information

How did you hear about this position: _____

Date you can start: _____ The hours you are available to work weekly: _____

List any schedule restrictions: _____

Do you have any secondary employment that will continue if you are hired by the PSWCD? _____

If yes, list the nature of the secondary employment: _____

Education

| School Level | Name and Location of School | Course of Study | Did you graduate or degree obtained? Date |
|--------------|-----------------------------|-----------------|--|
| High School | | | |
| College | | | |

Training and Other Qualifications

| Subject or Title of Training | Course Work Area | Length of Training |
|------------------------------|------------------|--------------------|
| | | |
| | | |
| | | |
| | | |

List any special equipment or machines you can operate: _____

List computer software in which you have skills, including Word processing, spreadsheets, database programs, web page design, graphic design, GIS, and /or engineering software: _____

List any additional relevant skills you have: _____

References

Please provide the names and contact information of three professional references. If professional reference are not available, provide school or personal references who are not related to you.

| Name | Title | Relationship | Telephone | Years Known |
|------|-------|--------------|-----------|-------------|
| | | | | |
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Summary of Interest and Qualifications

In the area below, discuss your interest in employment with the PSWCD and describe briefly any experience, education, training, and other factors that qualify you for the position for which you are applying that are not already reflected in your application. Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status. Attach another page if necessary.

Applicant Statement and Signature

I certify that all information I have provided in order to apply for and obtain employment with Pickaway SWCD is true, complete and correct. I give PSWCD the right to investigate and verify any information obtained through the application process. I expressly authorize, without reservation, PSWCD, its representatives, members, or agents to contact and obtain information from all references (personal & professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding PSWCD, its member, or representatives, for seeking, gathering and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with PSWCD is of an "at will" nature, which means that I am free to resign at any time and PSWCD reserves the same right to terminate my employment at any time. I understand that all conditions of employment, including, but not limited to hours, benefits and salary are subject to change by PSWCD at any time.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant's Signature

Date