

APPLICATION FOR EMPLOYMENT

FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS
418 18th AVE NE ■ PO BOX 1207 ■ WATERTOWN SD 57201-6207
(605) 882-5115
www.1stdistrict.org

(PLEASE PRINT)

Last Name First Name Middle Name Social Security Number

Address City State Zip Code Phone Number

Position Applied For: _____

Employment History: Begin with current or last job. Include military service assignments. If you include volunteer activities, you may exclude organizations that indicate race, color, religion, national origin, disability, or other protected status.

1. _____
Employer Address Phone Number

Dates of Employment Job Title

Starting Hourly/Salary: _____

Current/Final Hourly/Salary: _____

Supervisor: _____

Duties or Responsibilities: _____

Reason for Leaving: _____

2. _____
Employer Address Phone Number

Dates of Employment Job Title

Starting Hourly/Salary: _____

Current/Final Hourly/Salary: _____

Supervisor: _____

Duties or Responsibilities: _____

Reason for Leaving: _____

3. _____
Employer Address Phone Number

Dates of Employment Job Title

Starting Hourly/Salary: _____

Current/Final Hourly/Salary: _____

Supervisor: _____

Duties or Responsibilities: _____

Reason for Leaving: _____

4. _____
Employer Address Phone Number

Dates of Employment Job Title

Starting Hourly/Salary: _____

Current/Final Hourly/Salary: _____

Supervisor: _____

Duties or Responsibilities: _____

Reason for Leaving: _____

IF YOU NEED ADDITIONAL SPACE, PLEASE USE A SEPARATE SHEET OF PAPER.

Education: Years Completed:	12	14	16	18	19	20+	
School	Location	Diploma/Degree			Studies		
High School							
Trade/Professional School							
College/University							
Graduate School							

Special Job-Related Skills and Qualifications from Employment or Other Experience:

Personal:

Yes_____ No_____ Do you have a relative or friend employed with us?
If yes, who? _____

Yes_____ No_____ May we contact your present employer?

Yes_____ No_____ Do you hold any elected office?
If yes, what? _____

Yes_____ No_____ Have you ever been convicted of a crime (other than a traffic violation)? Conviction will not necessarily disqualify you from employment.
If yes, please explain _____

Yes_____ No_____ Do you have an appropriate drivers license?

Yes_____ No_____ Have you ever been ticketed for a moving traffic violation?
If yes, please explain _____

Availability:

_____ Full-Time _____ Part-Time _____ Shift Work _____ Temporary

Yes_____ No_____ Are you available for travel?

Yes_____ No_____ Are you available for work that requires overnight stays?

References Other than Previous Employers or Relatives:

Providing this information means that you give this organization permission to contact the references listed.

1. _____
Name Address Phone Number

2. _____
Name Address Phone Number

3. _____
Name Address Phone Number

4. _____
Name Address Phone Number

NOTE: PLEASE ATTACH A CURRENT RESUME

First District Association of Local Governments
Is An Equal Opportunity Employer

APPLICANT'S ACKNOWLEDGMENT

(This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application. The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by the employer and employee.)

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

Signature of Applicant

Date