



Northern Neck Soil & Water Conservation District

Employment Application: Conservation Specialist

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ SSN (optional) : _____ Desired Salary: \$ _____

Position Applied for: **Conservation Specialist**

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 (list three professional references who can verify your professional abilities.)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Employment History (starting with current or most recent)

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your current 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 Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Abilities, Skills, and Knowledge (provide a detailed description of your personal qualifications)

Knowledge of theories, principles, concepts, and methodologies of soil and water conservation, planning and applying BMPs:

Schedule office work in the most effective and efficient manner to meet deadlines:

Correctly interpret and apply policies and procedures:

Utilize computer skills and learn/use new programs:

Communicate effectively both orally and in writing:

Maintain effective working relationships with others in a team environment:

Work with and coordinate activities with other agencies, organizations and government units:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

The Commonwealth of Virginia supports the Northern Neck Soil & Water Conservation District through financial and administrative assistance provided by the Virginia Soil & Water Conservation Board and the Department of Conservation and Recreation.

Northern Neck Soil & Water Conservation District programs, activities, and employment opportunities are available to all people regardless of disability, race, national origin, sex, sexual orientation, color, age, religion/religious creed, veteran status, or genetics. An equal opportunity/affirmative action employer.