



Northern Neck Soil & Water Conservation District

Employment Application

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: _____

For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States? YES ☐ NO ☐

Section 2.2-28.4 of the Code of Virginia prohibits any board, commission, department, agency, institution, or instrumentality of the Commonwealth from employing a person who was required to present himself and submit to the federal Selective Service registration requirement and failed to do so. If you are/were required to register for the Selective Service, have you done so? YES ☐ NO ☐

Have you ever worked for this agency? YES ☐ NO ☐ If yes, when? _____

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 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 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)

Proficient in Microsoft Office Professional and QuickBooks Pro software:

Knowledge of theories, principles, concepts and methodologies of soil and water conservation, planning and applying BMP's:

Ability to prioritize work in an effective and efficient manner and to meet deadlines:

Ability to accurately interpret and implement policies and procedures:

Ability to utilize computer skills and learn/use new programs:

Ability to communicate effectively both orally and in writing:

Ability to maintain effective working relationships with others in a team environment:

Ability to work independently, show initiative, and accept responsibility:

Ability to demonstrate sound judgement and professional integrity:

Ability to 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 and 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 race, color, religion, ethnic or national origin, sex, pregnancy, childbirth or related medical conditions, age, sexual orientation, gender identity, marital status, disability, military status, or any other bases protected by law. An equal opportunity/affirmative action employer.