



Kent Soil and Water Conservation District  
122 Speer Rd, Suite 4  
Chestertown, MD 21620  
410-778-5150x3

## Employment Application

**We consider applications for all positions without regard to age, race, color, religion, marital status, sex, national origin, physical or mental disability, sexual orientation, political affiliation, citizenship status, veteran status, genetic testing, or any other legally protected status. Applicants requiring reasonable accommodation to the application or interview process should promptly notify us.**

### Applicant Information

Position(s) Applied for: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Home): ( ) \_\_\_\_\_ Phone (cell): ( ) \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$: \_\_\_\_\_

Are you legally eligible to work in the U.S? Yes ☐ No ☐  
(Proof of citizenship or immigration status will be required upon hire).

Have you ever been convicted of a felony? Yes ☐ No ☐  
(A crime record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question).

If Yes please explain the crime, date of conviction, facts concerning the crime, and any pertinent rehabilitation you have experienced: \_\_\_\_\_  
\_\_\_\_\_

### Education

HIGH SCHOOL: \_\_\_\_\_ Number of years attended: \_\_\_\_\_  
Address: \_\_\_\_\_ Did you graduate? Yes ☐ No ☐

COLLEGE: \_\_\_\_\_ Number of years attended: \_\_\_\_\_  
Address: \_\_\_\_\_ Degree Earned: \_\_\_\_\_  
Field of Study: \_\_\_\_\_

OTHER: \_\_\_\_\_ Number of years attended: \_\_\_\_\_  
Address: \_\_\_\_\_ Degree Earned: \_\_\_\_\_  
Field of Study: \_\_\_\_\_

Applicable classes: \_\_\_\_\_  
\_\_\_\_\_

### Current Work Experience

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 ☐ If no why? \_\_\_\_\_

Have you ever receives any disciplinary action in a prior job, such as warnings, suspensions, probations or dismissals? Yes ☐ No ☐

If yes please explain \_\_\_\_\_

Have you ever been charged with, disciplined for, or been the subject of an investigation involving sexual harassment or any other form of harassment including, but not limited to, race, age, religion, national origin, or disability at a previous job? Yes ☐ No ☐

If yes please explain the nature of the charge, discipline, and/or investigation, and how the matter was resolved. (a positive response will not necessarily bar employment) \_\_\_\_\_

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If not honorable please explain: \_\_\_\_\_

### Other Skills

Please list any additional information that relates to your ability to perform the job for which you have applied- such as licenses, job related skills, equipment or machinery skills, professional memberships, etc. \_\_\_\_\_

## 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 ☐ If no why? \_\_\_\_\_  
\_\_\_\_\_

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 ☐ If no why? \_\_\_\_\_  
\_\_\_\_\_

## Disclaimer and Signature

*I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.*

*I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Application for sensitive positions, as defined by the Kent Soil and Water Conservation District Board of Supervisors, may require an investigation of my background and I hereby authorize review and full disclosure of all my records as part of this application for such a position. I authorize all individuals, schools, and firms named herein, except my current employer if so noted, to provide any information requested about me, and I release them all from liability for damage in providing this information.*

*I understand that the Kent Soil and Water Conservation District Board of Supervisors follow an "employment at will" policy, in that I or Kent County may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing unless it is specifically authorized in writing by an authorized executive of the Kent County Commissioners. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.*

*I understand that as part of a conditional offer of employment I will be required to take a drug screening test.*

*In the event of employment I agree to abide by all the rules and regulations of the Kent Soil and Water Conservation District Board of Supervisors.*

*This application for employment will be considered active for 45 days from the date of receipt.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANER AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RETURN APPLICATION AND RESUME TO

**KENT SOIL AND WATER CONSERVATION DISTRICT**

**122 SPEER ROAD, SUITE 4  
CHESTERTOWN, MD 21620**



WE ARE AN EQUAL OPPORTUNITY EMPLOYER