

# Northwest Arkansas Conservation Authority

11579 Snavely Rd.  
Bentonville, AR 72712  
479-248-1808

## APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. If you have a résumé, please attach it to this application. Additionally, **please fill out all areas on this application.**

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

Address (street, city, state, zip): \_\_\_\_\_

Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Drivers license number: \_\_\_\_\_ State: \_\_\_\_\_

Date you will be available to start work: \_\_\_\_\_

Are you able to meet the attendance requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you able, with or without reasonable accommodation, to perform the functions of each particular job for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any objection to working overtime if necessary? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel if required by this position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a crime in the last 7 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain (a conviction will not automatically bar employment): \_\_\_\_\_

Minimum weekly salary acceptable \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

### Employment History

Please provide all employment information for your past three employers **starting with the most recent.**

1. Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Job duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Job duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Comments (including explanation of any gaps in employment)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**May we contact the employers listed above?** \_\_\_\_\_

**If not, indicate by number which one(s) you do NOT wish us to contact** \_\_\_\_\_

**Other Skills and Qualifications**

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Educational History

List school name & location, number of school years completed, course of study, and any degrees earned:

**High school:** Name \_\_\_\_\_

Course of Study & # of Years Completed: \_\_\_\_\_ Graduate?: Y N

Last degree or diploma: \_\_\_\_\_

**College:** Name \_\_\_\_\_

Course of Study & # of Years Completed: \_\_\_\_\_ Graduate?: Y N

Last degree or diploma: \_\_\_\_\_

**Technical Training:** School Name: \_\_\_\_\_

Course of Study & # of Years Completed: \_\_\_\_\_ Graduate?: Y N

Last degree or diploma: \_\_\_\_\_

**Other:** \_\_\_\_\_

Did you receive a GED? Yes  No  N/A  If yes, provide date of certification: \_\_\_\_\_

## Military Service Record

Are/Were you in the U.S. Armed Forces? \_\_\_\_\_ If yes, what Branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ 19 \_\_\_\_ to \_\_\_\_\_ 19 \_\_\_\_ Current Rank or rank at discharge \_\_\_\_\_

List duties in the service including special training \_\_\_\_\_

## References

List 3 reference's names, telephone numbers, occupations, and years known.

**(DO NOT include relatives or employers)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**We are interested in knowing how you heard about our organization; please check one of the following:**

\_\_\_\_\_ **Newspaper:** Name of Newspaper \_\_\_\_\_

\_\_\_\_\_ **Friend, Relative, etc.**

\_\_\_\_\_ **Internet:** Name of Website \_\_\_\_\_

\_\_\_\_\_ **Other:** \_\_\_\_\_

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for rejection of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable local, federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_