

Winona County SWCD

Providing conservation assistance in Winona County since 1938.



Mission

Promote soil and water conservation through technical, educational and financial assistance.

Vision

Comprehensive use of our natural resources for all generations.

400 Wilson St N
Lewiston MN 55952
507-523-2171 - Ext 3
Monday-Friday 8:00-4:30
winonaswcd.org

WINONA COUNTY SOIL AND WATER CONSERVATION DISTRICT APPLICATION FOR EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Winona County Soil and Water Conservation District (SWCD) to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

DATA PRIVACY NOTICE

The information requested on this application is intended to be used by Winona County SWCD in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in Winona County SWCD being unable or unwilling to offer employment to you. The information on this application which is classified as private data under the Minnesota Government Data Practices Act (MGDPA) will not be released outside Winona County SWCD without your written consent except as necessary for tax purposes or as otherwise required by state or federal law or court order. Information that is classified as public data will be released pursuant to the terms of MGDPA.

POSITION DESIRED

Title of position for which you are applying: _____

Date available to begin employment: _____

Date of application: _____

PERSONAL INFORMATION

Name _____
First Middle Last

Address _____

City State Zip

Phone _____ Alternate Phone _____

Email _____

Are you either a U.S. citizen or legally eligible to hold employment in the United States? Yes _____ No _____

Have you previously worked for a Soil and Water Conservation District? Yes _____ No _____

If yes, where, when, position held: _____

Will you require reasonable accommodations for the application or interview process? Yes _____ No _____

If yes, please describe the type of accommodation requested: _____

List all other names under which you have been employed or under which your employment or educational records may be found: _____

EMPLOYMENT HISTORY

Please list your employment history for the past ten years, in order from most recent to oldest. If additional employment history is not included on your resume, you may attach additional sheets. Volunteer or other unpaid experience may also be included on your resume.

1. Current or Most Recent Employment

Employer Name _____

Employer Address _____

Position Held _____

Dates of Employment/Experience _____ Full Time _____ Part Time _____

Reason for Leaving _____

Name of Immediate Supervisor _____ Phone _____

2. Employment

Employer Name _____

Employer Address _____

Position Held _____

Dates of Employment/Experience _____ Full Time _____ Part Time _____

Reason for Leaving _____

Name of Immediate Supervisor _____ Phone _____

3. Employment

Employer Name _____

Employer Address _____

Position Held _____

Dates of Employment/Experience _____ Full Time _____ Part Time _____

Reason for Leaving _____

Name of Immediate Supervisor _____ Phone _____

EXPLANATION OF GAPS IN EMPLOYMENT

Please explain any breaks or periods of non-employment in your employment history:

From _____ To _____ Reason _____

From _____ To _____ Reason _____

PRIOR EMPLOYMENT

Have you ever been discharged or asked to resign from prior employment? Yes _____ No _____

If yes, identify the employer and describe the circumstances:

EDUCATION

Please include education information on your resume.

LICENSURE & CERTIFICATIONS

List current licenses, registrations or certificates relevant to the position for which you are applying.

Title	Issued By	Issued Date	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All applicable licenses or certifications must be received in the SWCD office prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.

List/describe any other training and/or experience relevant to the position for which you are applying:

PROFESSIONAL REFERENCES

These should be people in a position to discuss your qualifications for the position you seek. Include only managers, directors or heads of departments under whom you have worked. Indicate any who are related to you. The SWCD reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference _____ Title _____

Address _____

Phone _____ Email _____

Name of Reference _____ Title _____

Address _____

Phone _____ Email _____

Name of Reference _____ Title _____

Address _____

Phone _____ Email _____

APPLICATION QUESTIONS

As a separate attachment, please provide concise responses (1-2 paragraphs each) to the following questions. These questions are intended to help us better understand your leadership experience, decision-making approach and interest in this position.

1. Leadership in Complexity (Priority Question)

This role requires leading across multiple functional areas, including situations where you may not be the technical expert. Briefly describe how you approach decision-making in these situations and provide one example.

2. Team Leadership & Accountability

How do you approach leading and supporting a team while also holding individuals accountable for performance? Please provide a specific example.

3. Grant Funding & Resource Development

Describe your experience securing and managing grants or external funding. How have you aligned funding opportunities with organizational priorities, and what outcomes were achieved?

4. Commitment to Conservation & Public Service

What draws you to conservation work, and how does this role align with your long-term professional goals? Describe how your passion for natural resource conservation shows up in your leadership or decision-making.

5. Personal Statement

Please indicate why you are interested in the position and what you hope to accomplish if selected.

CRIMINAL BACKGROUND INFORMATION

Winona County SWCD will conduct a criminal background check upon extending a contingent offer of employment. Final employment approval is contingent upon satisfactory background check results and approval by the Winona County SWCD Board of Supervisors.

VETERANS PREFERENCE POINTS

Winona County SWCD awards Veterans Preference Points to qualified veterans and spouses of deceased or disabled veterans in accordance with Minnesota Statute 197.447.

Applicants requesting Veterans Preference Points must submit a legible copy of their DD214 by the application closing date. Applicants claiming disabled veteran status must also provide supporting documentation from the Veterans Administration.

TENNESSEN WARNING NOTICE

In accordance with the Minnesota Government Data Practices Act (Minnesota Statutes §§ 13.04 and 13.43).

The information requested on this application is intended to be used by the Winona County SWCD to determine eligibility and suitability for employment. You are not legally required to provide the requested information; however, failure to provide complete information may result in the SWCD being unable to consider you for employment.

Under Minnesota law, the following information is public data: veteran status, relevant test scores, rank on an eligible list, job history, education and training, and work availability. Your name becomes public if you are selected as a finalist for a position.

Private data is available only to you and to SWCD staff whose work requires access to the information, unless otherwise required by state or federal law.

CERTIFICATION, ACKNOWLEDGMENT AND RELEASE

I certify that the information provided in this application and any attachments is true and complete to the best of my knowledge. I authorize the Winona County SWCD to investigate statements made in this application as necessary to evaluate my qualifications for employment. I understand that any false or misleading information, omission, or concealment of facts may disqualify me from consideration for employment and may result in dismissal if discovered after employment begins.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Winona County SWCD Board of Supervisors, and that, until such approval, the SWCD shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, **I hereby authorize** any and all former employers, organizations where I have volunteered, and references named in this application, or any agent of such former employer or volunteer organizations, to release to the SWCD, any and all information regarding my job performance and qualifications to perform the position I am presently seeking, and any other employment or related information, both public and private, in their possession. I understand that the SWCD will use this information to determine my qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

I hereby release the Winona County SWCD and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said SWCD, former employers, volunteer organizations or references, from any and all liability of whatever nature by reason of requesting or providing such information.

Print Name _____

Signature _____

Date _____

Notice to Applicant: If you do not agree with any portion of the acknowledgment, certification, authorization and release, cross out that section and initial it.