

APPLICATION INSTRUCTIONS

Position is open until February 19, 2018 or until filled. Application review will begin immediately and early submission of application is encouraged.

To apply, please provide a resume and a completed Humboldt County RCD Application For Employment (downloaded from http://humboldtrcd.org/index_files/JobOpportunity.htm).

Applications may be hand-delivered or mailed to Humboldt County Resource Conservation District, 5630 South Broadway, Eureka, CA, 95503 or sent electronically to Executive Director Jill Demers at jillhcrd@gmail.com.

CONTACT: Executive Director Jill Demers, 707-442-6058 x 5, jillhcrd@gmail.com

APPLICATION CHECKLIST:

_____ Resume

_____ Completed HCRC D Application

HUMBOLDT COUNTY RCD - APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Date
Mailing Address	City	State	Zip Code
Phone Number	Email Address		

EMPLOYMENT INTEREST

Position Desired	Wages Desired	Date Available

EDUCATION AND TRAINING

High School, Technical School or College Attended	City/State	Major	Degree	Year

Additional skills, training, or experience that you feel may be helpful in considering your application

EMPLOYMENT HISTORY - Please list most recent employer first

Company Name	Street Address
City/State/ZIP	May We Contact Employer?
From: Dates of Employment	To: Supervisor's Name

Job Description

Reason for Leaving

EMPLOYMENT HISTORY - (Continued)

Company Name

Street Address

City/State/ZIP

May We Contact Employer?

From:
Dates of Employment

To:

Supervisor's Name

Job Description

Reason for Leaving

Company Name

Street Address

City/State/ZIP

May We Contact Employer?

From:
Dates of Employment

To:

Supervisor's Name

Job Description

Reason for Leaving

BUSINESS REFERENCES (provide three (3) references)

Name

Phone

Relationship

1.

2.

3.

Read Carefully and Sign

I certify that the information contained in this application is correct to the best of my knowledge. I authorize verification of the information provided and authorize the references listed above to provide HCRCDD any and all pertinent information concerning my previous employment. I release all parties from liability for any damage that may result from furnishing same. In consideration of my employment, I also agree to conform to HCRCDD rules and regulations. I further agree that, should I be employed by HCRCDD either I or the HCRCDD Board of Directors may terminate my employment with or without cause and with or without prior notice, at any time.

Signature

Date