



Broadwater County Conservation District
Part time District Administrator Application

An Equal Opportunity Employer

BCD Use Only

IMPORTANT: Please type or print in ink. You may respond to sections 4 through 7 on separate sheets of paper if you complete all relevant blocks and follow the same format. You must email the completed application, a cover letter, and resume to broadwatercd@gmail.com by November 12th, 2021. Late or incomplete applications will not be considered.

Please read the job listing carefully to verify the following: (a) what attachments you are required to submit; (b) where to submit your application; (c) the required special qualifications or licenses; and (d) the closing date for receipt of application.

1. Name Last First Middle
Mailing Address Street or PO Box
City State Zip Code
Telephone Number Work Home Cell
Email address

2. Provide the information below from the job listing:

Department
Division Job Location
Position Title Position Number

3. The information you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment with the Conservation District or, if hired, may be grounds for termination at a later date.

Two empty checkboxes

Do you want to be informed before we contact your present employer? Yes No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me to the State of Montana or its agents and employees. I release all persons or companies from any liability or responsibility for providing such information.

SIGNATURE

DATE SIGNED

4. EDUCATION – High School Name: _____

High School Address: _____

Received Diploma? Yes No GED?

College, University and Other Schools Name and Location	Dates Attended Month/Year	Degree/ Certificate Received	Degree/ Certificate Date	Major/ Minor Field	Credits Earned Indicate Qtr or Sem
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Training Courses Name and Location	Dates Attended Month/Year	Did you Complete?	Title/Description of Course	Total Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

5. List **current Professional Licenses, Registrations, or Certifications (engineering, medical, CPA, etc.)**

Licensing Agency Name and Location	Type of License	Endorsement/Restriction (if applicable)	Date Licensed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. List special skills or experience such as word processing, quickbooks experience, website development experience, and watershed experience. Also include a list of equipment that you know how to use.

7. EXPERIENCE Continued....

Name & Complete
Address of Employer

Your Job Title: _____ Dates Employed _____ / _____ to _____ / _____
Month Year Month Year
Type of Business: _____
_____ Avg. Hrs. Per Week _____ Time Employed: _____ / _____
_____ () _____ Years / Months
Immediate Supervisor(s) Phone No. Full-time Part-time Volunteer

Describe your duties in detail (Maximum of 6000 characters, about 1000 words, or a page and a half) -

Reason for Leaving:

Name & Complete
Address of Employer

Your Job Title: _____ Dates Employed _____ / _____ to _____ / _____
Month Year Month Year
Type of Business: _____
_____ Avg. Hrs. Per Week _____ Time Employed: _____ / _____
_____ () _____ Years / Months
Immediate Supervisor(s) Phone No. Full-time Part-time Volunteer

Describe your duties in detail (Maximum of 6000 characters, about 1000 words, or a page and a half) -

Reason for Leaving: