



## Milk River Watershed Alliance Coordinator Application

An Equal Opportunity Employer

MRWA 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 to MRWA at [kcinmt@live.com](mailto:kcinmt@live.com) by COB August 3rd, 2020. **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 ( ) -----

( ) -----

( ) -----

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.



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.

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**7. EXPERIENCE:** List your work and volunteer experience. Emphasize the experience you have that is relevant to the vacant position (refer to job listing). Begin with your present or most recent experience. Include military service that would help you qualify. List each promotion as a separate position. Use additional forms if necessary. **You must complete this information even if you submit a resume.**

Name & Complete Address of Employer			
Your Job Title: _____	Dates Employed _____ / _____ to _____ / _____		
Type of Business: _____ ( )		Avg. Hrs. Per Week _____	Time Employed: _____ / _____
Immediate Supervisor(s) _____	Phone No. _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer	Years / Months _____
<b>Describe your duties in detail</b> (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 _____ / _____		
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:

**EXPERIENCE CONTINUED ON PAGE 4**

**7. EXPERIENCE Continued....**

<b>Name &amp; Complete Address of Employer</b>	
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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:

<b>Name &amp; Complete Address of Employer</b>	
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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: