**Application for Employment – INTERN**

***Warrick Soil & Water Conservation District***

We consider applicants of all positions without regard to race, color, religion, sex, national origin, age, marital status or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.

**Dates of Position:** Summer position, flexible start and end date.

**Summary of Position**: Our internship program is designed to introduce a college student to working in the conservation field. The position will provide support to the Warrick County Soil and Water Conservation District Board of Supervisors and Staff in serving the citizens of Warrick County in education, site, and technical assistance and other natural resource issues.

**Duties:**

* Assist with routine office work
* Attend board meetings, field days, fairs, etc. with Warrick SWCD staff as needed
* Provide a monthly report to Supervisors
* Obtain a working knowledge of conservation practices and resource concerns
* Assist with Field visits and CRP Checks
* Assist with maintaining display garden
* Assist with Weed Wrangles
* Complete website updates, including interactive GIS mapping application
* Update District social media accounts (Facebook)
* Develop newsletters, fact sheets, articles etc.
* Responsible for 4H Fair booth development and presentation at fair
* Assist with Conservation Crusaders
* Assist with school group educational programs
* Assist in planning and implementing open houses and other public events
* Identify and photograph native and invasive plants throughout the season
* Create a video to highlight District projects & programs and present highlights to the Warrick County SWCD board members at the end of the summer
* All other duties as assigned by the Board or Executive Director

**Qualifications:**

* At least one year of college in one of the following fields of study: Agriculture, education, conservation, environmental sciences
* Ability to work well with others, excellent verbal and written communication skills are required.
* Ability to work independently and as part of a team.
* Some evenings and weekend work as needed.
* Ability to work in the field under adverse conditions and in all weather.
* Have and maintain current drivers’ license

**Training Provided:**

* On the job training will be provided
* Opportunities to attend workshops, seminars, and field days as they become available.

**Applications for Summer Internship are due no later than March 30, 2024.**

**Please attach a cover letter to this application.**

Date of Application:

Position(s) you are applying for: **Summer Internship**

How did you learn about the position?

* Advertisement
* Employment Agency
* Friend
* Relative
* Walk-in
* Other (please describe)

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Last Name First Name Middle Initial

Address:

Cell phone:

Last four digits of your SSN:

 XXX-XX-\_\_\_\_\_\_\_\_\_\_\_

Home phone:

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| --- | --- | --- | --- | --- |
| Are you able to work in the U.S.? |   | Yes |   | No |
| Are you able to provide proof of citizen ship or immigration status?  |   | Yes |   | No |
| Have you ever filed an application with us before? |   | Yes |   | No |
| If Yes, give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Have you ever been employed with us before? |  | Yes |  | No |
| If Yes, give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Yes |  | No |
| Are you currently employed? |   | Yes |   | No |
| May we contact your present employer? |   | Yes |   | No |
| Can you travel if the job requires it? |   | Yes |   | No |
|  |  |  |  |  |

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

|  |  |  |  |
| --- | --- | --- | --- |
| **Education** | High School  | Undergraduate College/ University  | Graduate/ Professional |
| School Name and Location |   |   |   |
| Years completed  |  |  |  |  | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Diploma or degree |   |   |   |
| Course of Study |   |   |   |
| Describe any specialized training, apprenticeship, skills and extracurricular activities: |   |
| Describe any honors you have received: |   |
| State any additional information you feel may be helpful to us in considering your application.  |   |

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| --- |
| Indicate any foreign languages you can speak, read and/or write |
|   | Fluent | Good | Fair |
| Speak  |   |   |   |
| Read |   |   |   |
| Write |   |   |   |
| **List any professional, trade, business, or civic activities and offices held.** You may exclude any memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status. |
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**References:**

Give the name, address and telephone number of three references who are not related to you and are not previous employers:

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| **Name** | **Address** | **Phone Number** |
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**Employment Experience**

Please begin with your most recent experience. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

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| --- | --- | --- | --- |
| 1 | Employer | Dates Employed | Duties and Responsibilities |
|  | From | To |   |
|  | Address |   |   |
|  | Telephone  |  |
|  |  |  |
|  | Job Title |   |   |
|  | Supervisor |
|  | Reason for Leaving |
| 2 | Employer | Dates Employed | Duties and Responsibilities |
|  | From | To |   |
|  | Address |   |   |
|  | Telephone  |  |
|  |  |  |
|  | Job Title |   |   |
|  | Supervisor |
|  | Reason for Leaving |
| 3 | Employer | Dates Employed | Duties and Responsibilities |
|  | From | To |   |
|  | Address |   |   |
|  | Telephone  |  |
|  |  |  |
|  | Job Title |   |   |
|  | Supervisor |
|  | Reason for Leaving |

If you need additional space, please continue on a separate sheet of paper.

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**Applicant’s Statement**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days for any application other than Intern Positions. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with this Company is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time without cause. It is further understood that this “at will” employment relationship may not be changed by any written document of by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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|   |  |   |
| Signature of Applicant |  | Date |

***FOR PERSONNEL DEPARTMENT USE ONLY***

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| Arrange Interview? |   | Yes |   | No |
| Remarks |  |  |  |   |
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| Interviewer(s) |  | Date: |   |   |
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| Employ? |   | Yes |   | No |
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