

# OTTAWA SOIL AND WATER CONSERVATION DISTRICT APPLICATION INFORMATION

*Please read the following information before completing the application.*

1. Completing and submitting your employment application does not guarantee a job offer or a job interview. Your application will be reviewed and considered with others who have submitted applications for the same job opportunity. Decisions about interviews will be based on those considerations. If we wish to schedule an interview, we will call you. Please, no unsolicited phone calls.
2. The employment application must be completed in its entirety to be considered.
3. If the information provided on the application cannot be satisfactorily verified or is found to be untruthful, your application could be considered incomplete or unacceptable.
4. We do not accept or retain unsolicited applications. Applications are filed according to specific, posted job opportunities.
5. Due to the large number of applications received and the competitive nature of our employment process, we are not able to release specific reasons for employment decisions.
6. Depending on the position, applicants considered for employment may be subject to the following:
  - a) Employment reference checks from current and previous employers
  - b) Post-offer criminal background check (BCI and/or FBI)
  - c) Post-offer drug and alcohol screen
  - d) Post-offer physical examination
  - e) Motor Vehicle Record check
  - f) Check of personal references
  - g) Verification of post-secondary educational degrees

**Please submit the attached application as well as a current resume.**

Ottawa County is an Equal Opportunity Employer.

# OTTAWA COUNTY POSITION DESCRIPTION

Job Title: Seasonal Intern

Reports to: administrator, Ottawa SWCD

Job Status: Classified FLSA Non-Exempt Full Time Seasonal

Salary Range: \$16 per hour

## Job Summary

The Seasonal Intern position is responsible for assisting with field and office technical duties in the Ottawa Soil and Water Conservation District. Work areas include the H2Ohio program, GIS, MS4 storm water, ditch maintenance, wildlife, conservation, and education. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Ottawa Soil and Water Conservation District.

## Work Description

- GIS – primary duties will be to map various projects and develop georeferenced materials.
- Engineering - primary job duties will revolve around survey and design of projects.
- Education - will assist in promoting the education program and initiating community events.
- Wildlife- will assist in promoting and developing the natural resources of the area.
- Outreach – will assist in promoting the district activities and contact with citizens

## Essential Knowledge, Abilities and Skills, Education

- High School education/diploma/GED
- Beginning (or completed within the last semester) an Associates' degree or higher in Agriculture, Environmental Sciences, Natural Resources, Chemistry, Engineering, Education, Computer Science, or Business Management
- Actual farm or wildlife experience, knowledge of agriculture, or a strong desire for good resource management.
- Favorable References
- Valid Ohio Driver's License

## Essential Functions of the Position

- Provides technical and engineering field assistance to landowners and units of government
- Provides technical information to land users
- Assists in document collection and verification for the H2Ohio and Storm Water programs.
- Assists in conducting educational events, county fair display, and other public relations related events.
- Assists District Technicians with the County's Ditch Maintenance program
- Assist with file management, retention, and conversion to electronic format
- Gain experience assisting partner agencies
- Site management of protected properties and projects

## Job Location

- Office will be located at the Ottawa SWCD office in Oak Harbor with occasional travel.

## Equipment Used

- Ottawa SWCD provided vehicles, GPS equipment, survey tools, utility vehicle, and other various tools.

## Physical Requirements

- Able to lift 50 pounds and walk over rough terrain. May occasionally require more than an 8 hour work day.

## Critical Skills/Expertise

- Able to work independently. Creative thinking. Problem solving. Multi-tasking. Work closely with others. Leadership.

## Other Responsibilities

- As assigned.

*Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

## **APPLICATION FOR EMPLOYMENT**

### **OTTAWA SOIL AND WATER CONSERVATION DISTRICT**

*Ottawa County is an equal opportunity employer and employment decisions are made without regard to race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification.*

#### **PLEASE PRINT CLEARLY OR TYPE**

Position(s) Applied For Seasonal Intern

Application Date :

Name:

Address:

Street City State Zip Code:

#### Contact Information

Home Phone (or):

Cell Phone :

Email Address:

Are you legally eligible for employment in the United States?

*(Proof of citizenship or immigration status will be required upon employment.)* \_\_\_\_\_ Yes \_\_\_\_\_ No

If employed and you are under age18, can you furnish a work permit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you meet the attendance requirements of this position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel if the job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever applied to Ottawa County before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which office or department? \_\_\_\_\_

Have you ever worked for Ottawa County before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which office or department? \_\_\_\_\_

List any relatives or friends who are employed by Ottawa County \_\_\_\_\_

**EDUCATION**

*Upon employment, the successful applicant may be required to provide proof of graduation or GED.*

Name and Location of School

Highest Level Completed

Did you graduate?

Field of Study

High School or GED Courses

9 10 11 12

College or Trade School

1 2 3 4 5 5+

Graduate or Business School

1 2 3 4 5 5+

List special equipment or machines you can operate:

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List computer software in which you have skills, including word processing, spreadsheets and data base programs.

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**LICENSES, REGISTRATIONS AND CERTIFICATIONS**

*Upon employment, the successful applicant must provide copies of all licenses/certifications required for the position.*

Do you presently hold a valid State of Ohio driver's license?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, type of license: \_\_\_\_\_ Operator's \_\_\_\_\_ Commercial

Please list any additional information you feel may be helpful to us when considering your application, including any special skills, business and civic activities, and honors. Exclude those which indicate race, color, religion, sex or national origin:

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**EMPLOYMENT HISTORY** (if on your resume you can skip this section)

Provide your work experience starting with your present or last job. All sections must be completed for each employer. Include any job-related military service assignments and volunteer activities. *Exclude organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.*

1 Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

2 Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Please explain any gaps in employment:

Have you ever been fired or asked to resign from a job? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

**PERSONAL REFERENCES** (if on your resume you can skip this section)

*Persons you have known for at least one year.*

**Name & Occupation Address Telephone Years Known**

**SUMMARY OF QUALIFICATIONS**

*Briefly describe the experience, education, training and other factors that qualify you for the position you are applying for.*

## **APPLICANT STATEMENT AND SIGNATURE**

*Please read the statement carefully. Signature is required for application to be complete.*

I agree and understand that omissions, misstatements and falsifications will cause forfeiture on my part of all eligibility to any employment with Ottawa County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service when it is discovered. I expressly authorize Ottawa County, its representatives, members or agents the right to investigate and verify any information obtained through the application process. I authorize all individuals, schools, and firms named therein to provide any information requested about me, and I release them from all liability for damage in providing relevant, job-related information that will assist in this process.

I recognize that an offer of employment may be contingent upon successful completion of a pre-employment drug screen, alcohol screen, background investigation, criminal record check, valid and acceptable driving record, physical, and psychological tests. I understand that all conditions of employment, including, but not limited to hours, benefits and salary are subject to change by Ottawa County at any time. I understand that no representative of Ottawa County is authorized to make any assurances to the contrary and that no implied, oral and written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Appointing Authority.

I understand that a new application must be completed for any future job postings or employment opportunities. I certify that all information I have provided in order to apply for and obtain employment with Ottawa County is true, complete, and correct.

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Applicant Signature (Required) Date Signed

**Applicants may submit their application by dropping it off at our office, mailing it to 240 W Lake St, Unit B, Oak Harbor, OH, or emailing it to [mike.libben@ottawaswcd.com](mailto:mike.libben@ottawaswcd.com). All application materials should be submitted by March 1<sup>st</sup>, 2026. We appreciate your interest and look forward to reviewing your application.**

**TO:** Current or Former Employer:

**FROM:** Michael Libben, Administrator Ottawa SWCD

Please complete the attached **Reference Check Form** as authorized by the **Reference Check Release** below.  
Completed forms can be e-mailed to [mike.libben@ottawaswcd.com](mailto:mike.libben@ottawaswcd.com)  
Thank you for your assistance!

## **REFERENCE CHECK RELEASE**

*"I expressly authorize **Ottawa County**, its representatives, members or agents, the right to investigate and verify any information obtained through the application process.*

*I authorize all individuals, schools, and employers to provide any information requested about me, and I release them from all liability for damage in providing relevant, job-related information that will assist in the applicant consideration process."*

Printed Name:

Any Other Names Used (*Maiden Name, Former Last Names, Nicknames*):

Signature:

Date:

## A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **The following FCRA right applies with respect to nationwide consumer reporting agencies:**

**CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE:** *You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.* The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years. A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
  - **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.**

*Sign below to indicate you’ve received and reviewed **Your Rights under the Fair Credit Reporting Act.***

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Applicant Signature (Required) Date Signed