



800 County Road E East, Vadnais Heights, MN 55127  
www.vlawmo.org  
office@vlawmo.org  
(651) 204-6070

## Application for Employment Communication and Outreach Coordinator

We welcome you as an applicant for employment at the Vadnais Lake Area Water Management Organization. It is VLAWMO's policy to provide equal opportunity in employment. The Vadnais Lake Area Water Management Organization will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please submit the following materials no later than **3 PM Tuesday, October 8, 2024**.

1. Application for Employment

Complete and sign this application. Insert a bold X where appropriate to select relevant options if filling in by hand. Signatures may be scanned or inserted as digital images.

2. Resume

Include:

- a. Name, address, phone, email
- b. Educational information: Institution, course of study, degree(s) completed
- c. Employment experience: Company & address, name of supervisor & contact (indicate if we may contact this employer), hours/week, start & end dates, brief description of work
- d. Courses, seminars, workshops, or trainings related to this position
- e. Current licenses, registrations, or certificates you possess which may be related to this position
- f. As relevant, unpaid or volunteer experience

3. Cover letter

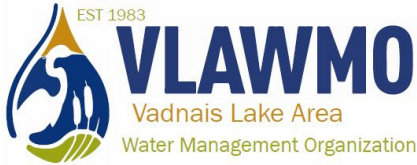
Describe how your experience, skills, and education meet the qualifications and responsibilities of this position.

4. Signed VLAWMO Tennessen Warning Form.

Please email items 1, 2, 3 and 4 to:

Phil Belfiori, Administrator; [Phil.Belfiori@vlawmo.org](mailto:Phil.Belfiori@vlawmo.org)

You will receive confirmation of receipt within 2 business days.



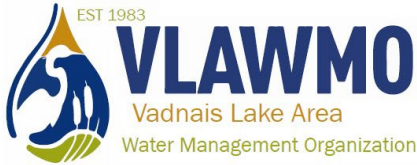
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Position title: **Communication and Outreach Coordinator**

**Personal Information**

Name:	(Last)	(First)	(MI)
Street Address:			
City, State, Zip			
Phone Number:		(Alt. phone – if applicable)	
Email			

Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	___ Yes ___ No
Will your continued employment require employer sponsorship?	___ Yes ___ No
Are you at least 18 years old?	___ Yes ___ No



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I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, related employment materials, or statements made during any interviews, can be justification for refusal of employment. If employed, such misrepresentations or omissions will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

With my signature below, I am providing the Vadnais Lake Area Water Management Organization authorization to verify information provided within this application packet, including current or previous employers. I will advise VLAWMO in writing via email to [phil.belfiori@vlawmo.org](mailto:phil.belfiori@vlawmo.org) if VLAWMO should not contact a current employer at this time.

I have read and included a signed VLAWMO Tennessen Warning Form (document available on the VLAWMO website). I also understand it is my responsibility to notify VLAWMO in writing of any changes to information reported in this application.

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Signature

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Date