

Page County
APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS:

To be filled out by the applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability.

MAIL APPLICATION TO:

Page County Secondary Roads
123 W. Washington St.
Clarinda, IA 51632
(712)542-2510

- Incomplete applications **MAY NOT BE CONSIDERED.**
- If resume is submitted, **DO NOT** write "see resume."
- **DATE** and **SIGN** this application.
- Please list a minimum of three years' prior experience and education.
- Please complete this application in blue or black ink, or type.
- You are not required to furnish any information which is prohibited by federal, state, or local law.

Title of Position You Are Applying For:			Department:	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Student Intern	Today's Date:	
<input type="checkbox"/> Grant Funded	<input type="checkbox"/> Co-op	<input type="checkbox"/> Temporary/Limited Term Employment		

Name:			Home Phone: () _____ - _____	
(Last)	(First)	(M.I.)	Business Phone: () _____ - _____	
(Street)		(Apt.#)	Can we contact you at this number? <input type="checkbox"/> yes <input type="checkbox"/> No	
(City)		(State)	If yes, list hours	
Permanent Address: (If different than current address)			When will you be available for employment?	
(Street)		(Apt.#)	Email Address:	
(City)		(State)	Can we contact you here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(Zip Code)				

Are you a U. S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and have a valid work permit.</i>

Have you ever been employed by Page County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: when, in what position, and in what department? _____ <i>Page County prohibits employment of an individual if he/she would be directly supervised or receiving direct supervision from a family member.</i> List any relatives employed by Page County or serving as elected or appointed officials: _____

Do you possess a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you possess a valid Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Type/class: _____ Do you possess any other license? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____
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Applicant name

Please list **ALL** instances in which you were convicted as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations, traffic violations, founded child or dependent adult abuse and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment.

Please explain below (you may attach another sheet if necessary). *Approximate dates may be listed.*

Date	Location	Charge	Court	Disposition of Case

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational inherent in the position which requires this information prior to hiring.

Training beyond high school:

College or university, technical, nursing, business college or other schools you have attended.

Name, location and phone number	Presently attending	Major field	Type of degree received	Credits earned	GPA

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, law enforcement academy, in-service training. Please provide dates.

Circle last year of school completed: 6 7 8 9 10 11 12 13 14 15 16 17 18

Special skills & qualifications – this information must be provided if you are applying for a position requiring these skills:

Experience transcribing mechanically-recorded material? ___ Yes ___ No

Typing speed (if known): _____ WPM

Experience using a 10-key adding machine? ___ Yes ___ No

_____ KPM

List any additional office equipment which you can operate skillfully: _____

List all computer software which you can operate skillfully: _____

Are you a certified Law Enforcement Officer? ___ Yes ___ No

Date certified: _____ State certified by: _____

List any memberships in professional or technical associations:

List any current license or registration as a member of a trade or profession:

Applicant name _____

IMPORTANT: You must complete the employment section of this application. Please list a minimum of prior three years' experience and education. Use a special sheet of paper for additional employers. You may attach a resume to further explain your qualifications.

EMPLOYMENT SECTION: (Please start with your most recent position- include military service)

From (month & year)	Title of you PRESENT/MOST RECENT position:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	
Hours each week:	Address		
Full time _____ Part time _____ Temporary _____	Name and title of supervisor:		
Starting Salary (indicate yearly, monthly or hourly):	If currently employed, may we contact that employer? _____ Yes _____ No	Reason for leaving or considering change:	
Present Salary (indicate yearly, monthly or hourly):	Number of employees you supervise:	Were you involuntarily discharged? _____ Yes _____ No	

From (month & year)	Title of position held:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	
Hours each week:	Address		
Full time _____ Part time _____ Temporary _____	Name and title of supervised:		
Starting Salary (indicate yearly, monthly or hourly):	If currently employed, may we contact that employer? _____ Yes _____ No	Reason for leaving or considering change:	
Last Salary (indicate yearly, monthly or hourly):	Number of employees you supervise:	Were you involuntarily discharged? _____ Yes _____ No	

From (month & year)	Title of position held:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	
Hours each week:	Address		
Full time _____ Part time _____ Temporary _____	Name and title of supervised:		
Starting Salary (indicate yearly, monthly or hourly):	If currently employed, may we contact that employer? _____ Yes _____ No	Reason for leaving or considering change:	
Last Salary (indicate yearly, monthly or hourly):	Number of employees you supervise:	Were you involuntarily discharged? _____ Yes _____ N	

Applicant name _____

OTHER EXPERIENCE

(Include volunteer experience, internships, and/or jobs, not included in the employment section.)

Company Name/Location	Job Title	Dates Employed (month/year)		Annual Salary	Full or Part-time
		From:	To:		
		From:	To:		

Please explain any gaps in employment. _____

Are you currently **unemployed**? ____ No ____ Yes, since _____

Are you a veteran? ____ No ____ Yes, please provide dates of service or Form DD214.

REFERENCES

Work or education related (e.g. former employers, supervisors, co-workers, school faculty). No relatives/significant others.

NAME/ADDRESS/TELEPHONE	OCCUPATION	NATURE OF RELATIONSHIP

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Page County is committed to the equality of opportunity for all people. It is the policy of Page County to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's Signature

Date