

**MITCHELL COUNTY, IOWA**

**APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to age, race, creed, color, sex (including pregnancy), sexual orientation, gender identity, national origin, religion, disability, genetic information, marital or veteran status, or any other legally protected status.

Please be advised that because Mitchell County is a public entity, it is subject to the requirements of Chapter 22, Code of Iowa, regarding the examination of public records, and this Application may be subject to examination under that statute.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did you Learn About Us?		
Advertisement	Relative	Inquiry
Employment Agency	Friend	Other _____

Last Name	First Name	Middle Name	
Address: <i>Number</i> <i>Street</i> <i>City</i> <i>State</i> <i>Zip Code</i>			
Home Telephone Number	Mobile Telephone Number	Other Telephone Number	Email Address:

Best time to contact you is: \_\_\_\_\_ AM      PM  
 Preferred method of contact: \_\_\_\_\_ (i.e. specific phone number or email)

- Yes      No      If you are under 18 years of age, can you provide required proof of your eligibility to work?
- Yes      No      Have you ever filed an application with Mitchell County before?  
 If yes, give date and position applied for: \_\_\_\_\_
- Yes      No      Have you ever been employed by Mitchell County before?  
 If yes, give date and position held: \_\_\_\_\_
- Yes      No      Do any of your friends or relatives, other than spouse, work for Mitchell County?  
 If yes, provide name and position or department for each such person:  
 \_\_\_\_\_
- Yes      No      Are you currently employed?
- Yes      No      May we contact your present employer?
- Yes      No      Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required if an offer of employment is made.*
- Yes      No      Have you ever been discharged or asked to resign from employment?
- Yes      No      Have you ever been convicted of a crime other than a conviction for a minor traffic violation?
- Yes      No      Has your driver’s license ever been suspended or revoked?

IF YOU HAVE ANSWERED “YES” TO ANY OF THE FOREGOING QUESTIONS, PLEASE PROVIDE ALL PARTICULARS ON AN ATTACHED SHEET. A “YES” ANSWER DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM CONSIDERATION OF YOUR APPLICATION OR FROM EMPLOYMENT.

Date available for work: \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work: Full-Time (Please indicate 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> shift)  
Part-Time (Please indicate Mornings Afternoon Evenings)  
Temporary (Please indicate dates available: \_\_\_\_\_ to \_\_\_\_\_)

Yes No Are you currently on "lay-off" status and subject to recall?

Yes No Can you travel if a job requires it?

**VETERANS PREFERENCE**

Chapter 35C of the Code of Iowa provides certain rights, including preference in hiring if equally qualified, to certain veterans of United States Military Service. Qualification for these rights is defined in the statute.

Are you a Veteran of United State Military Service? Yes \_\_\_\_\_ No \_\_\_\_\_

Branch of Service and dates of Active Duty: \_\_\_\_\_

Are you a member of the Reserves or National Guard? Yes \_\_\_\_\_ No \_\_\_\_\_

Any person who may wish to claim a Veterans Preference must submit a copy of a certified form DD214 by the deadline set for the receipt of applications for the position for which the person is applying.

**QUALIFICATIONS**

Please read the attached position description for the position of \_\_\_\_\_

Do you know of any reason that you would not be able to perform the essential functions of this position, with or without a reasonable accommodation?

Yes No

If you have answered "yes" to this question, you may provide, on a voluntary basis, information which you believe would help to explain your answer (You are not required to provide this information at this time):

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## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which would reveal a protected status as identified on Page One of this application.

1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				
2. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				
3. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				
4. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				

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

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal a protected status as identified on Page One of this application.*

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## EDUCATION

Circle highest year of education completed

1 2 3 4 5 6 7 8 9 10 11 12      High School graduate or equivalent (GED)?    Yes    No

13 14 15 16      \_\_\_\_\_ (other)

Name and Location of Schools Attended or Vocational Training Obtained Beyond High School	Degree/Certification

## ADDITIONAL INFORMATION

### OTHER QUALIFICATIONS

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

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### SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

		Production/Mobile Machinery (list)	Other (list)
Terminal	Spreadsheet	_____	_____
PC/MAC	Word Processing	_____	_____
Typewriter	Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

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### REFERENCES

1. Name _____	
Address _____	Phone _____
Relationship _____	
2. Name _____	
Address _____	Phone _____
Relationship _____	
3. Name _____	
Address _____	Phone _____
Relationship _____	

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigations of all statements contained in this Application for Employment as may be necessary in arriving at an employment decision.

I authorize Mitchell County to conduct a check of the status of my driver's license and my driving record and agree to sign an authorization for this specific purpose.

This Application for Employment shall be considered active for a period of time not to exceed 45 days. 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 understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Mitchell County 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 with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Mitchell County.

I understand that any offer of employment that is extended to me is considered to be a conditional offer and is subject to successful completion of all background checks. Identifying information such as my social security number and driver's license number will be requested at the post-offer, pre-employment stage.

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.

I agree to give Mitchell County permission to complete appropriate background checks, and agree to sign permission/authorization documents so that this can be accomplished.

YES NO

\_\_\_\_\_  
Signature of Applicant Date

**FOR HUMAN RESOURCES DEPARTMENT USE ONLY**

Arrange Interview? YES NO

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interviewer Date

Employed? YES NO Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
Name and Title Date