

DAVIS COUNTY IOWA

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, sex, religion, disability, marital status or national origin. You may request any needed accommodation to participate in the application process.

(Please Print or Type)

Date: ___/___/_____

Position applying for: _____

PERSONAL INFORMATION

Name: _____

Address: _____
City State Zip

Telephone # ___-___-___ or ___-___-___

Drivers License # _____

Date Which You Can Start Employment: ___/___/_____

Are You Legally Able to Work in the United States: ___ Yes ___ No

Is There any Other Name(s) We Should Be Aware of in Order to Adequately Check Your Employment or Educational History? If So, Please List Below:

Have You **Applied** With Davis County Before? ___ Yes ___ No
If Yes, When Was the Last Application Made and for What Position?

Have You Ever Been Employed With Davis County Before? ___ Yes ___ No
If Yes, Please Indicate the departments Worked for and Dates of Employment

Have You Ever Been Convicted of a Felony? ___ Yes ___ No

*Note: A conviction record will not necessarily disqualify an applicant. The circumstances of the conviction will be considered in relation to the nature and duties of the job applied for.

Do You Have Any Relatives Already Employed By Davis County? ___ Yes ___ No
If Yes, Please State Names and Relationships:

Please List Any Qualifications, Which You Feel Are Applicable to the Position for Which You Have Applied. Include Equipment and /or Machines You Can Operate and Any Professional Licenses or Certifications or Special Training you Possess:

Are You Able to Perform the Essential Functions of the Job For Which You are Applying With or Without Reasonable Accommodations? Yes No

EDUCATION AND PREVIOUS EXPERIENCE

Highest Year of School Attended: 9 10 11 12 13 14 15

Highest Degree Attended: Jr. High GED HS BA MA PhD

List Any Other Professional Degrees of Certificates Not Previously Listed:

Name of High School and Location: _____

Name of College and Location: _____

Other School(s) and Location: _____

MILITARY HISTORY

Have You Served or Are You Currently Serving In the Armed Forces of the United States?

Yes No

If yes, Please Indicate Branch, Dates Served and Ending Rank:

EMPLOYMENT HISTORY

Please List Your Last 4 Employers, Starting with Your Current Employment First:

Company _____
Address _____
Telephone _____
Position Held _____
Dates Employed _____
Supervisor _____
Job Duties _____
May We Contact This Employer? Yes No

Company _____
Address _____
Telephone _____
Position Held _____
Dates Employed _____
Supervisor _____
Job Duties _____
May We Contact This Employer? Yes No

Company _____
Address _____
Telephone _____
Position Held _____
Dates Employed _____
Supervisor _____
Job Duties _____
May We Contact This Employer? Yes No

Company _____
Address _____
Telephone _____
Position Held _____
Dates Employed _____
Supervisor _____
Job Duties _____
May We Contact This Employer? Yes No

REFERENCES

Please List 3 Personal References that are *Not* Relatives or Past employers:

Name	_____
Address	_____
Telephone	_____
Years Known	_____
Name	_____
Address	_____
Telephone	_____
Years Known	_____
Name	_____
Address	_____
Telephone	_____
Years Known	_____

CERTIFICATION

FOR ALL APPLICANTS – PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire, of if hired, dismissal. I authorize Davis County to make such investigation and inquires of my personal, educational and employment history as may be necessary in arriving at an employment decision. I hereby release Employers, Schools and Persons from liability in responding to inquiries in connection with my application.

I also understand Davis County is a Drug Free work place and complies with Federal Omnibus Transportation Act for Drug and Alcohol testing and I will be a part of that system if hired as the holder of a valid Commercial Drivers License. I understand that not eligible for employment if currently using illegal drugs or controlled substances.

Signature: _____ Date: ____/____/____

Please Complete this Document in Its Entirety and Return to:

Davis County Highway Department
21585 Lilac Ave.
P. O. Box 365
Bloomfield, Iowa 52537