

# 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:

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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 or Certificates Not Previously Listed:

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Name of High School and Location:

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Name of College and Location:

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Other School(s) and Location:

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### **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:

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## 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.  
Bloomfield, Iowa 52537