

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.

Date: ____/____/____

Position applying for: _____

PERSONAL INFORMATION

Name: _____

Address: _____

City, State, Zip _____

Home phone: _____

Cell phone: _____

Email: _____

Driver's License #: _____

Are you legally able to work in the United States: ____ Yes ____ No

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:

Do you have any relatives already employed by Davis County? ____ Yes ____ No

If yes, please state names and relationships:

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.

QUALIFICATIONS

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, 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

Do you have a Class A CDL? ____ Yes ____ No

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:

EDUCATION AND PREVIOUS EXPERIENCE

Highest Degree Attended: ____GED ____HS ____AA ____BA

List Any Other Professional Degrees or Certificates Not Previously Listed:

Name of High School: _____

Name of College: _____

EMPLOYMENT HISTORY

Please List Your Last 3 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

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

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 workplace 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 Driver's License.

Signature: _____ Date: ____/____/____

Please Complete this Document in Its Entirety and Return to:

Davis County Highway Department
21585 Lilac Ave.
Bloomfield, IA 52537

Or email to:
engineer@daviscountyiowa.org