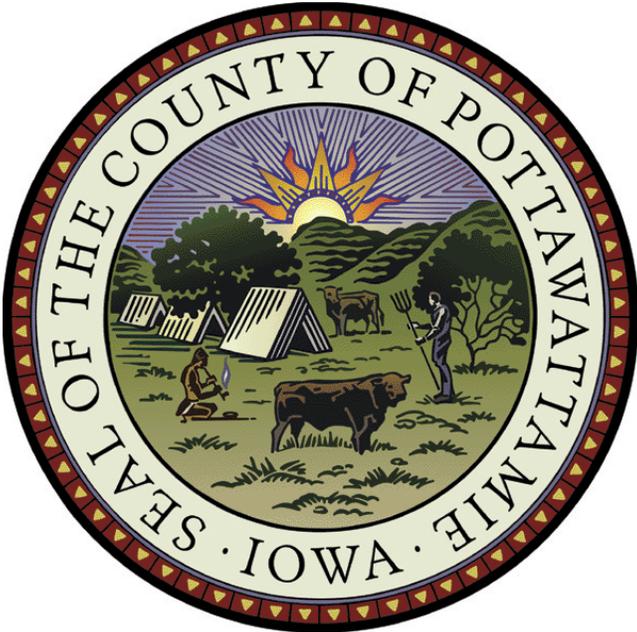


# POTTAWATTAMIE COUNTY, IOWA APPLICATION FOR EMPLOYMENT



An Equal Opportunity Employer

POTTAWATTAMIE COUNTY, IOWA  
APPLICATION FOR EMPLOYMENT

THE COUNTY TESTS FOR DRUG AND ALCOHOL USE

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

DATE:

POSITION(S) APPLYING FOR:

**PERSONAL INFORMATION**

NAME:

ADDRESS:

City:  State:  Zip:

TELEPHONE:

SOCIAL SECURITY #

ARE YOU AVAILABLE TO WORK:  Full-time  Part-time

DATE WHICH YOU CAN START EMPLOYMENT:

ARE YOU LEGALLY ABLE TO WORK IN THE UNITED STATES:  Yes  No

IS THERE ANY OTHER NAMES WE SHOULD BE AWARE OF IN ORDER TO ADEQUATELY CHECK YOUR EMPLOYMENT OR EDUCATIONAL HISTORY? IF SO, PLEASE LIST:

HAVE YOU **APPLIED** WITH POTTAWATTAMIE COUNTY BEFORE?  Yes  No

IF YES, WHEN WAS THE APPLICATION MADE AND FOR WHAT POSITION:

HAVE YOU EVER BEEN **EMPLOYED** WITH POTTAWATTAMIE COUNTY BEFORE?  Yes  No

IF YES, PLEASE INDICATE THE DEPARTMENT YOU WORKED FOR AND THE 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 POTTAWATTAMIE COUNTY?  Yes  No

IF YES, PLEASE STATE NAME AND RELATIONSHIP:

HAVE YOU HAD TRAINING/COURSEWORK OR EXPERIENCE IN:

- Typing
- PC/Computer Terminal
- Word Processing
- Calculator/Adding Machine
- Data Entry
- Dictation Equipment

PLEASE LIST ANY QUALIFICATIONS, WHICH YOU FEEL ARE APPLICABLE TO THE POSITION FOR WHICH YOU HAVE APPLIED. INCLUDE EQUIPMENT, BUSINESS MACHINES OR SOFTWARE YOU CAN OPERATE AND ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

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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 ATTAINED:  Jr High  GED  HS  BA  MA  PhD

LIST ANY OTHER PROFESSIONAL DEGREES OR CERTIFICATES:

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NAME OF HIGH SCHOOL AND LOCATION:

NAME OF COLLEGE AND LOCATION:

OTHER SCHOOL(S) AND LOCATION(S):

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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

**MILITARY SERVICE**

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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### REFERENCES

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, OR IF HIRED, DISMISSAL. I AUTHORIZE POTTAWATTAMIE COUNTY TO MAKE SUCH INVESTIGATION AND INQUIRIES 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 ALL LIABILITY IN RESPONDING TO INQUIRIES IN CONNECTION WITH MY APPLICATION.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Current policy requires that this document be printed in its entirety, completed and mailed to:

Pottawattamie County  
Board of Supervisors  
227 South 6<sup>th</sup> Street  
Council Bluffs, Iowa 51501

POTTAWATTAMIE COUNTY  
VOUNTARY-CONFIDENTIAL INFORMATION

All qualified applicants are considered for employment and potential employees are treated without regard to race, color, religion, sex, national origin, age, martial status, medical condition or disability.

For informational purposes only, we ask that you complete the following questions. This is **OPTIONAL** and needs not be answered unless you are willing to share this information. The information will be used for equal employment opportunity record keeping only and will not be disclosed to any supervisor, which may interview you. **THIS INFORMATION WILL NOT BE MADE PART OF YOUR APPLICATION.**

DATE:

POSITION(S) APPLYING FOR:

NAME:

SOCIAL SECURITY #:

SEX:  Male  Female

RACE/ETHNIC GROUP:  White  Black  Asian  
 Hispanic  American Indian  Pacific Islander  
 Alaskan Native  
 Other (specify) \_\_\_\_\_

WHERE DID YOU LEARN OF THIS JOB?  Job Posting \_\_\_\_\_  
 Newspaper \_\_\_\_\_  
 School \_\_\_\_\_  
 County Employee \_\_\_\_\_  
 State Employment Service \_\_\_\_\_  
 Other \_\_\_\_\_

HIGHEST LEVEL OF EDUCATION?  High School  
 College  
 Trade School

Do not mail this form with your application. If you choose to complete it, mail it to:  
Pottawattamie County  
Board of Supervisors  
227 South 6<sup>th</sup> Street  
Council Bluffs, IA 51501