



Butler County, IA
PO Box 325, Allison, IA 50602
Application for Employment

POSITION APPLIED FOR _____ **Date of Application** _____

On what basis are you available for employment? Full-time Part-time

How did you learn about this position? _____
(Newspaper, county website, radio, personnel announcement, walk in, etc)

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number (s) _____
Daytime Evening

Social Security Number _____ - _____ - _____

BACKGROUND

- Yes No Have you ever filed an employment application with Butler County before?
If yes, give date: _____
- Yes No Have you ever been employed by Butler County before? If yes, give date: _____
- Yes No Are you able to provide proof of citizenship or immigration status showing you are lawfully able to be employed in this country? *Proof of citizenship or immigration status will be required upon employment.*
- 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 minor traffic violation?
- Yes No Have you been convicted or have you pled guilty to two or more moving traffic violations in the past two years? If yes, please explain _____
- Yes No May we contact your present employer? *If you answer "No" and we need to contact your present employer before we can offer you a job, we will contact you first.*
- Yes No Are you able to perform with or without reasonable accommodations the essential functions of the job for which you are applying? If no, explain: _____
- Yes No Has your driver's license been suspended or revoked during the past year? If yes, please explain _____

If you have answered "Yes" to any of the above questions, please give particulars on a separate sheet. A "Yes" answer does not automatically disqualify you from employment. **Applicants will not be excluded solely based on conviction of a crime and/or driving violations. Employment decisions will depend on the nature of the offense, nature of the job, and the date of the conviction or driving violation.**

VETERAN'S PREFERENCE

- Yes No Are you a U.S. Veteran?
- Dates of active duty _____ - _____
From To
- Yes No Are you a member of the reserves or national guard?

Those wishing to claim veteran's preference MUST SUBMIT PROOF OF SERVICE (DD 214), which includes dates of active duty.



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EMPLOYMENT EXPERIENCE

List below, in reverse order, the positions you have held starting with your present or most recent employment. If more than one position or classification has been held within a given organization, list each position or classification as a separate period of employment. Be sure to specifically describe each separate assignment in military service. Under "Specific Duties" emphasize your own specific tasks including kind of work and supervisory, technical, or other responsibilities. Give as complete information as possible. **Note: Resumes will not be accepted in lieu of completion of this part, or any part, of this application.**

1. Employer		Dates Employed		Specific Duties
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

2. Employer		Dates Employed		Specific Duties
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

3. Employer		Dates Employed		Specific Duties
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

4. Employer		Dates Employed		Specific Duties
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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



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EMPLOYMENT EXPERIENCE

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

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

Four horizontal lines for listing employment experience.

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

Four horizontal lines for summarizing special job-related skills.

Yes No Do you possess a valid Driver's License?

Yes No Do you possess a valid Commercial Driver's License? If yes, in what state?

List any special skills or equipment operated

EDUCATION

Table with 5 columns: Education Level, Name and Address of School, Course of Study, Years Completed, Diploma/Degree. Rows include High School, Undergraduate College, Graduate/Professional, and Other (Specify).

Yes No High school equivalency certificate (G.E.D)? If yes, please submit documented proof.



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REFERENCES

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

APPLICANT'S STATEMENT

I hereby Certify that this application contains no misrepresentations or falsifications and the information given by me is true and complete to the best of my knowledge and belief.

I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, I will be dismissed from the service, and I will be disqualified from applying in the future for any positions with Butler County.

I further authorize Butler County to make all necessary and appropriate investigations to verify the information contained herein. I hereby authorize Butler County to check my driving record.

Signature of Applicant

Date

FOR PERSONNEL 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 _____