



Application For Employment

Marshall County, Iowa

We consider applicants for all positions without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, marital or veteran status, disability, or other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)		Social Security Number	

Have you ever filed an application with Marshall County before? Yes No
If yes, give date _____

Have you ever been employed with Marshall County before? Yes No
If yes, give date _____

Are you currently employed? Yes No

Have you served in the United States Military? Yes No

Dates of Active Duty: From: _____ To: _____ Type of Discharge: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigrations status will be required upon employment) Yes No

On what date would you be available for work? _____

Are you available for work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Have you been convicted* of a felony within the last 7 years? Yes No

If yes, please explain _____

*The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor. Convictions will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.

Employment Experience

List your employers, assignments or volunteer activities starting with the most recent.

Include any job-related military service assignments.

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	
Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
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Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	

Comments (including explanation of any gaps in employment)

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

Skills and Qualifications

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

Education

High School:					Location:		
From:		To:		Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma/ Degree:	
College:					Location:		
From:		To:		Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree:	
Other:					Location:		
From:		To:		Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree:	
Describe any specialized training, apprenticeship, skills and extra-curricular activities.							
Describe any honors you have received.							
Any additional information you feel may be helpful to us in considering your application.							
<p>List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, gender identity, sexual orientation, race, religion, national origin, age, ancestry, disability or other protected status:</p> <hr/> <hr/> <hr/>							

References

Personal

Provide name, title, and telephone number of three personal references who are not related to you.

1. _____
2. _____
3. _____

Professional

Provide name, title, and telephone number of three work related references who are not related to you.

1. _____
2. _____
3. _____

Applicant's Statement

Note to Applicants: Do not answer this question unless you have been provided a job description/specification containing the responsibilities and duties of the job for which you are applying.

Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job for which you have applied?

Yes No

All applicants for employment may be required to submit to a drug and alcohol test after a conditional offer of employment has been made. The results of the drug and alcohol tests will be provided to the County. If you are currently using illegal drugs or controlled substances, you are not eligible for employment. If you use illegal drugs or controlled substances after you have been employed, you will be subject to disciplinary action or dismissal. This policy does not apply to the use of medications which have been prescribed for an individual by a licensed medical practitioner and which are used strictly in accordance with the prescription.

APPLICANT ACKNOWLEDGMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In connection with my application for employment with the County, I expressly authorize the release to the County of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, social media accounts and previous employers. I hereby release and discharge the County and any other person, firm, agency or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to the County as part of my application for employment.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract, unless the employer and employee in writing execute a specific document to that affect.

In the event of employment, I understand that false or misleading information given in this application or my interview(s) may result in discharge, that I am required to abide by all rules and regulations of the employer, and I may be required to satisfactorily pass a physical examination given by a physician designated by the county and asked to sign a consent for release of medical information derived from said examination.

I certify that I am 18 years old or older.

Signature of Applicant

Date

Background Checks

Criminal Background History

In connection with your employment application or your actual employment, Marshall County may obtain a criminal background report about you for employment purposes. The information contained in such criminal background reports may be used by Marshall County for employment purposes, such as hiring you. If you are hired by the company, the information in a criminal background report and/or investigative criminal background report may be used for other employment purposes, such as promotion, retention and termination.

A criminal background report may contain the following types of information about you: criminal history including felony filings, misdemeanor filings, and motor vehicle records, general reputation, personal characteristics, or mode of living that is compiled through the use of personal interviews with references, employers, neighbors, friends, associates, etc. You have a right to request disclosure of the nature and scope of the reports.

I authorize Marshall County to obtain criminal background reports and/or investigative criminal background reports for the pre-employment background investigation, and, if I am hired, at any time during my employment. I understand that these reports might include, but are not limited to, a search of my criminal background, reference checks, driving record checks, and verification of my identification and Social Security Number. I agree that this disclosure/authorization, in original or copy form, is valid for all current and future criminal background reports.

I understand that Marshall County may use such criminal background reports for employment purposes, including, but not limited to, hiring, promotion, retention, and termination.

Signature

Name Printed

Date