

**APPLICATION FOR EMPLOYMENT**  
**PALO ALTO COUNTY OF EMMETSBURG, IOWA 50536**  
*An Equal Opportunity Employer*

INSTRUCTIONS: Print in ink or type all answers. Use a separate sheet of paper for additional information or explanation.

**PERSONAL DATA:**

**DATE OF APPLICATION:** \_\_\_\_\_

1. Name: \_\_\_\_\_  
Last First Middle

2. Current Address: \_\_\_\_\_  
Street and Number, or RFD City State Zip Code

3. Permanent Address: \_\_\_\_\_  
Street and Number, or RFD City State Zip Code

4. Social Security Number: \_\_\_\_\_ 5. Telephone No: ( ) \_\_\_\_\_  
Area Code

6. What is your general physical condition? Excellent ( ) Good ( ) Fair ( ) Poor ( )

7. Are you 18 or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

**8. EDUCATION AND TRAINING:**

List Schools/Addresses	No. Years Completed	Dates Attended	Did you graduate?	Degree Pursued
High School				
College				

9. List any special training (Vocational Schools, Short Courses, Workshops, etc.) that you might have that would aid in the performance of the positions(s) for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. If the job announcement requires completion of specific courses or training, indicate that which you have completed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. If the job announcement requires the operation of specific machinery, list those, which you are competent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:** List the name, title and address of three (3) persons with knowledge of your character, experience and ability. Do not list relatives.

12. \_\_\_\_\_  
(Name) (Title)  
\_\_\_\_\_  
(Address) (Telephone)

13. \_\_\_\_\_  
(Name) (Title)  
\_\_\_\_\_  
(Address) (Telephone)

14. \_\_\_\_\_  
(Name) (Title)  
\_\_\_\_\_  
(Address) (Telephone)

**EMPLOYMENT RECORD:** *Begin with present or most recent employer and continue for the past fifteen years. Attach additional sheets if necessary.*

15. Dates Employed: \_\_\_\_\_ Description of Duties: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Final: \_\_\_\_\_ (monthly) \_\_\_\_\_  
Employer \_\_\_\_\_  
Address : \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_

16. Dates Employed: \_\_\_\_\_ Description of Duties: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Final: \_\_\_\_\_ (monthly) \_\_\_\_\_  
Employer \_\_\_\_\_  
Address : \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_

17. Dates Employed: \_\_\_\_\_ Description of Duties: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Final: \_\_\_\_\_ (monthly) \_\_\_\_\_  
Employer \_\_\_\_\_  
Address : \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_

18. When is the earliest date you would be available to start work? \_\_\_\_\_

*Certification of Applicant: READ CAREFULLY*

I HEREBY CERTIFY that this application contain no misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should 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 the County of Palo Alto. I further authorize the County of Palo Alto to make all necessary and appropriate investigation to verify the information contained herein.

DATE: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_