

Clayton County Conservation  
29862 Osborne Rd  
Elkader IA 52043  
563-245-1516

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APPLICATION FOR EMPLOYMENT

“Please print clearly”

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FOR OFFICE USE ONLY

Date application received \_\_\_\_\_ Date of Interview \_\_\_\_\_  
Date of Notification: Tele: \_\_\_\_\_ U.S. Post: \_\_\_\_\_

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To Applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in the decision process.

**PERSONAL**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Present Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

Are you eligible for employment in the USA? \_\_\_\_\_ State age if under 18 or over 70 \_\_\_\_\_

What method of transportation will you use to get to work? \_\_\_\_\_ Positions Applied for \_\_\_\_\_

Hourly rate of pay expected \$ \_\_\_\_\_ Have you been previously employed by this organization? \_\_\_\_\_

If yes, when? \_\_\_\_\_ On what date would you be able to begin work? \_\_\_\_\_

**EDUCATION**

High School: Name and Address \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If not, how many years completed? \_\_\_\_\_

College: Name and Address \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Diploma in: \_\_\_\_\_

If you did not graduate, how many years completed? \_\_\_\_\_

Have you participated in any other schools or training programs which you feel might be relevant to the position for which you are applying? \_\_\_\_\_ If yes, tell us about them: \_\_\_\_\_

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**PRESENT AND PAST EMPLOYMENT**

Name/Address/Phone# of current and most recent employers: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_ Beginning rate of pay \_\_\_\_\_

Current or ending rate of pay \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Describe work performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Name/Address/Phone# of second most recent employer \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_ Beginning rate of pay: \_\_\_\_\_

Ending rate of pay \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Describe work performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Name/Address/Phone# of third most recent employer \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_ Beginning rate of pay \_\_\_\_\_ Ending rate of pay \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Describe work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

I hereby give permission to contact the employers listed above concerning this application and relevant parts.

Signature

Date

**PERSONAL REFERENCES**  
(Not former employers or relatives)

1. Name \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Occupation \_\_\_\_\_

2. Name \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Occupation \_\_\_\_\_

3. Name \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Occupation \_\_\_\_\_

**MILITARY SERVICE RECORD**

Dates of service \_\_\_\_\_ Please provide a copy of your DD form 214. Is there anything about your military service, special duties, schools, training, etc., which might have a direct bearing on your application?

Please feel free to add any information you feel might further clarify your answers to any of the above questions or which you feel might assist those responsible for reviewing your application.

INTERVIEWER: \_\_\_\_\_