

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

APPLICATION FOR EMPLOYMENT

“Please print clearly”

FOR OFFICE USE ONLY

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

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

Legal Name _____ Telephone# _____

Current Address: _____ Position(s) Sought _____

Are you eligible for employment in the USA? _____ SSN or DL# _____

Birthdate (for background check) ____ / ____ / ____ Work commute transportation method? _____

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: _____

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 _____

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 _____

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: _____