

Application Deadline: September 16, 2019

Date received:

**APPLICATION FOR EMPLOYMENT
Cass County Extension – Wellness Coordinator
805 West 10th St., Atlantic, IA 50022**

The information contained on this application may be used to evaluate your qualifications and experience for particular job duties. Please be specific and detailed in your answers.

Name: First Middle Last

Present Address: Street City State Zip

Email Address: Evening Phone Day/Cell Phone

EDUCATION

HIGH SCHOOL

Name and Location of School	Diploma Earned?
	Yes No

If you did not receive a high school diploma, do you hold a GED certificate? Yes No

POST-SECONDARY EDUCATION (Colleges/Universities, Trade/Technical, Business or Military Schools)

Name and Location of School	Total Months of Study	Major Field of Study	Degree Earned

Do you possess a valid driver's license? Yes No

Do you have access to reliable transportation? Yes No

EMPLOYMENT HISTORY (ENTER MOST RECENT JOB FIRST)

Employer	Your Job Title	Date Started (Mo / Yr)	Date left (Mo / Yr)	Total Months
Employer's address		Supervisor's Name		
Hours per Week Employed	Reason for Leaving	May we contact this employer? Yes No		

Description of Duties and Responsibilities (in detail) _____

Employer	Your Job Title	Date Started (Mo / Yr)	Date left (Mo / Yr)	Total Months
Employer's address		Supervisor's Name		
Hours per Week Employed	Reason for Leaving		May we contact this employer? Yes No	

Description of Duties and Responsibilities (in detail) _____

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Hours per Week Employed	Reason for Leaving		May we contact this employer? Yes No	

Description of Duties and Responsibilities (in detail) _____

Describe your prior experience working with youth/family/wellness programs:

Describe your prior experience working with volunteers and community partners:

Describe any specific experience you have in organizing events or management of projects/data:

Describe any special skills or qualifications that make you the best applicant for this position:

References:

List the name, address, phone number and email address, in addition to their relationship to you, for three professional or educational references:

1.

2.

3.

I authorize investigation of all statements contained in this application. I understand that misrepresentations or omission of facts is cause for dismissal. I have read and understand the job description for the position(s) I am applying for. I understand that any offer of employment would be contingent on successful completion of a comprehensive background check in accordance with Cass County Extension policy.

Applicant's Signature

Date

Please return this completed application, a cover letter and a current resume by 4:30 PM September 16, 2019 to:

Cass County Extension Office
805 West 10th St, Atlantic, IA 50022

OR

Email completed documents to keolson@iastate.edu

With Questions, please call 712-243-1132 or email keolson@iastate.edu

Cass County Extension and Iowa State University are Equal Opportunity/Affirmative Action employers. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability or protected veteran status and will not be discriminated against. Inquiries can be directed to the Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa, 50011, (515) 294-7612, email eooffice@iastate.edu.