

# Application for Iowa State University Extension and Outreach – Jones County Summer Assistant – County Employment

**JONES COUNTY AGRICULTURAL EXTENSION DISTRICT**—An Equal Opportunity Employer

Jones County Agricultural Extension District requests that you complete specific forms accurately, giving as many details as possible of your skills and experience relating to this job application. We gather this information for the purpose of making employment decisions. No persons outside Jones County Extension are routinely provided this information. If you fail to provide the required information, your application may not be considered. Positions within the Jones County Agricultural Extension District are not Iowa State University positions and not eligible for Iowa State University pay or benefits.

Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

Submit completed application, cover letter and resume to Jones County Extension Office, % Personnel Committee, P.O. Box 28, Monticello, IA 52310. **Application Deadline: Friday, December 31, 2021 or Until Filled.**

## GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone ( ) -
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed with ISU Extension Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position Or Department in prior employment with Extension:		
Are you related to any County Agricultural Extension District Council Member or Staff Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate employee's name and department:		
Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	*If yes, for what, where, and when  *A criminal conviction is not an absolute bar to employment but will only be considered in relationship to specific job requirements.		

## POSITION

Position or Type of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Work Hours: Are you willing to work some evening hours and/or weekends when needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform the essential functions of the job you are applying for, with reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

**TRAINING**

Occupational License, Certificate or Registration

Languages Read, Written or Spoken Fluently Other Than English

**SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)**

(Maximum 300 characters)

**List three references that could speak of your skills and work experiences relating to this position:**

Name: \_\_\_\_\_ Cell# \_\_\_\_\_ Work # \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Cell# \_\_\_\_\_ Work # \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Cell# \_\_\_\_\_ Work # \_\_\_\_\_ Relationship: \_\_\_\_\_

**Certification and Authorization**

I, the applicant, authorize Jones County Agricultural Extension District to use the information and statements contained in this application to determine my qualifications for employment. I authorize Jones County Agricultural Extension District to make inquiries of my former employers regarding my previous duties, responsibilities, performance, compensation, and eligibility for rehire. In addition, I authorize Jones County Agricultural Extension District to conduct additional reference checks that may include reference referrals from previous employers.

As a current or former Iowa State University employee or County Extension employee, I authorize the Jones County Agricultural Extension District to make my personnel file available for review by appropriate hiring officials.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire. This may include but is not limited to: verification of degrees, investigations of criminal and/or conviction records, driving records, and/or a drug screen test as required by U.S. Department of Transportation regulations or university/county extension policies. I also understand that medical, psychological and/or physical demands examinations may be required for certain positions. Therefore, I understand that offers of employment will be conditional and that my employment will depend on successful completion of any conditions of employment that are contained in the Jones County Agricultural Extension District vacancy announcement or policy manual.

I release Jones County Agricultural Extension District, as well as other entities or persons from which information is sought or obtained, from any and all potential claims I may have related to Extension's decision to conduct a reference or background check or the consequences of that check.

I certify that all statements made in my application are true and accurate and that I have not omitted any material result in my disqualification from consideration for employment or, if discovered after I begin employment, may result in my termination.

If hired, I agree to abide by the policies of Jones County Agricultural Extension District and, other policies required by the Memorandum of Understanding between Jones County Agricultural Extension District and Iowa State University.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit to Jones County Extension and Outreach, %Personnel Committee, PO Box 28, Monticello, IA 52310 or by email to: amonagha@iastate.edu**

**... and justice for all**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

Cooperative Extension Service, Iowa State University of Science and Technology, and the United States Department of Agriculture cooperating.