

Application for Iowa State University Extension and Outreach Wright County [Office Manager]

Wright COUNTY AGRICULTURAL EXTENSION DISTRICT—Equal Opportunity Employer

Position – Applications due by September 15, 2023

Wright 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 Wright County Extension are routinely provided this information. If you fail to provide the required information, your application may not be considered. Positions within the Wright County Agricultural Extension District are not Iowa State University positions and not eligible for Iowa State University pay.

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

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			
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:	

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	

Each job classification has minimum education, experience, and/or ability requirements. **To be considered for vacancies, your application must reflect the minimum qualifications of the classification.** It is **very important** that all your education and work experience (paid, volunteer or self-employment, such as farming) be listed. Use complete dates (**month and year**), and **one** figure for the number of hours worked per week when reporting work experience. Many employment lists are maintained with a score derived from information on your application, and if the information is incomplete, you could lose points.

High School Graduate Or General Education (GED) Test Passed? Yes No

If no, list the highest grade completed

College, Technical School, other post high school training (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		

Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date

Languages Read, Written or Spoken Fluently Other Than English

EDUCATION AND TRAINING

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

(Maximum 300 characters)

WORK EXPERIENCE (Most Recent First) (Include voluntary work experience)

Employer	Telephone Number () -	From (Month/Year)
Address		To (Month/Year)
Job Title	Number Employees Supervised	Hours Per Week
Specific Duties (Maximum 350 characters)		Last Salary
		Supervisor

Reason For Leaving May We Contact This Employer? Yes No

Employer	Telephone Number () -	From (Month/Year)
Address		To (Month/Year)
Job Title	Number Employees Supervised	Hours Per Week
Specific Duties (Maximum 350 characters)		Last Salary
		Supervisor

Reason For Leaving May We Contact This Employer? Yes No

WORK EXPERIENCE (Most Recent First) (Include voluntary work experience)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
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		Supervisor
		Reason For Leaving
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Address		
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Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving

Certification and Authorization

I, the applicant, authorize Wright County Agricultural Extension District to use the information and statements contained in this application to determine my qualifications for employment. I authorize Wright 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 Wright 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 Wright 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 Wright County Agricultural Extension District vacancy announcement or policy manual.

I release Wright 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 Wright County Agricultural Extension District and, other policies required by the Memorandum of Understanding between Wright County Agricultural Extension District and Iowa State University Extension and Outreach.

Signature of Applicant: _____ **Date:** _____

Submit to:

**Iowa State University Extension and Outreach Wright County
2302 Madison Ave, Ste. B
Clarion, IA 50525**

Phone

**or by email to: Sara Hunter, Region 3 Regional Director at shunter1@iastate.edu
on or before September 15, 2023**

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.