**Application for Iowa State University Extension and Outreach**

**Page County Director**

## PAGE COUNTY AGRICULTURAL EXTENSION DISTRICT—Equal Opportunity Employer

Page 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 Page County Extension are routinely
provided this information. If you fail to provide the required information, your application may not be considered. Positions within the Page 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.? [ ]  Yes [ ]  No |
| Are you 18 years of age or older? [ ]  Yes [ ]  No |
| **Have you ever been employed with ISU Extension Service?**[ ]  Yes [ ]  No | Position Or Department in prior employment with Extension:      |
| **Are you related to any County Agricultural Extension District Council Member or Staff Member?**[ ]  Yes [ ]  No | If yes, please indicate employee’s name and department:      |
| **Have you ever been convicted of a misdemeanor or felony?**[ ]  Yes [ ]  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:**[ ]  Part-Time[ ]  Full-Time[ ]  Temporary | **Work Hours:**Are you willing to work some evening hours and/or weekends when needed?[ ]  Yes[ ]  No |
| Are you able to perform the essential functions of the job you are applying for, with reasonable accommodation? [ ]  Yes [ ]  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 [ ]  NoIf no, list the highest grade completed    |
| **College, Technical School, other post high school training** **(Most recent first)** |
| Name and Location | Dates AttendedMonth/Year | Credits Earned | Graduate | Degree& Year | Major or Subject |
| Quarterly orSemesterHours | Other(Specify) |
|       | From       |       |       | [ ]  Yes[ ]  No |       |       |
| To       |      |
|       | From       |       |       | [ ]  Yes[ ]  No |       |       |
| To       |      |
|       | From       |       |       | [ ]  Yes[ ]  No |       |       |
| To       |      |
|       | From       |       |       | [ ]  Yes[ ]  No |       |       |
| To       |      |
| 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**       |
| **Job Title**        | **Number Employees Supervised**       | **To (Month/Year)**      |
| **Specific Duties (Maximum 350 characters)**      |
| **Hours Per Week**      |
|
| **Last Salary**      |
|
| **Supervisor**      |
|
| **Reason For Leaving**       | **May We Contact This Employer?**  [ ]  Yes [ ]  No |
| **Employer**        | **Telephone Number** (   )     -      | **From (Month/Year)**      |
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| **Reason For Leaving**       | **May We Contact This Employer?**  [ ]  Yes [ ]  No |

**Certification and Authorization**

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

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

### Signature of Applicant:       Date:

## Submit to:

## Iowa State University Extension and Outreach Page County

**311 East Washington Street**

**Clarinda, IA 51632**

## or by email to: Julie Hering Kent, Region Director at jkent@iastate.edu

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