Application for Employment
Montgomery County Extension Service
400 Bridge Street, Suite #2
Red Oak, IA  51566
Phone: (712) 623-2592   Fax: (712) 623-2594

Applying for the position of:  SUMMER INTERN  Date: ________________

Name:  ____________________________________________________________
       (Last)   (First)   (Middle Initial)

Address:  __________________________________________________________
          (Street / Box)   (City)   (State)   (Zip)

Telephone:  __________________________  SSN:  __________________________
            (Area Code)                           Email Address: ________________

Training and Education:
High School:  ___________________________________ Year Graduated:  __________

College:  ______________________________  When: ____________ Major:  _________________________

Business / Other:  _______________________________________________________

List any courses or experiences that are related to delivery of Educational Programs and/or Human/Youth Development:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Experience in clerical duties, customer service, & organizational teamwork related to job description:
________________________________________________________________________________________

Describe/Number of years actively engaged in youth/leadership programs:  ___ Scouts:  ___ 4-H:  ___
  FFA:  ___  Other:  (specify)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Have you ever been an employee of Iowa State University Extension and Outreach?  _____ If Yes, where
and when?  ______________________________________________________________

Are you a US Citizen?  ____ Yes  ____ No  If no, do you have the appropriate US Immigration Visa to allow
you to secure employment?  ____Yes  ____No

When are you able to begin working?  __________________________  Do you have access to a car?  __________

Do you have a valid driver’s license?  ____ Yes  ____ No.  If no, can you obtain one?  ____ Yes  ____ No
State briefly why you are applying for this position:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Employment History (Starting with the most recent employer):

Employer: ____________________________________________________________________________
Address: _____________________________________________________________________________
Telephone (Include area code) ____________________________________________________________
From: ___ / _____ to ___ / _____  Salary $ ___ per HR ___ MO ___ Year ___
Supervisor’s Name / Title: __________________________________________________________________ May we contact him/her? ___
Your Title: ___________________________________________________________________________ Job Duties: __________________________
Reason for leaving: _____________________________________________________________________

Employer: ____________________________________________________________________________
Address: _____________________________________________________________________________
Telephone (Include area code) ____________________________________________________________
From: ___ / _____ to ___ / _____  Salary $ ___ per HR ___ MO ___ Year ___
Supervisor’s Name / Title: __________________________________________________________________ May we contact him/her? ___
Your Title: ___________________________________________________________________________ Job Duties: __________________________
Reason for leaving: _____________________________________________________________________

References: Please list two contacts

Name_________________________ Phone Number _______________
Mailing Address __________________________________________________________________________
Relationship __________________________ How long known _____________

Name_________________________ Phone Number _______________
Mailing Address __________________________________________________________________________
Relationship __________________________ How long known _____________

By signing this form, I attest that the above is an accurate and complete response to the above questions. I understand that any willful omission or misstatement may be grounds for dismissal from my position.

Applicant’s Signature: __________________________

All staff employed by the Iowa State University Extension Service will have a background screen conducted before they are appointed.

... and justice for all
Iowa State University Extension and Outreach programs are available to all without regard to race, color, age, religion, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Director of Equal Opportunity and Compliance, 3280 Beardshear Hall, (515) 294-7612.

Return application and resume to ISU Montgomery County Extension, 400 Bridge St. #2 Red Oak, IA 51566 or email rbergren@iastate.edu by February 22.