

**PLYMOUTH COUNTY  
APPLICATION FOR EMPLOYMENT**

"PLYMOUTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER"  
Federal and State law prohibit discrimination on the basis of race, religion, sex, age, national origin, marital status or mental or physical disability. No question on the application is intended to secure information to be used for such discrimination.

(Please print or type all information except signature.)

**GENERAL INFORMATION**

Date \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Have you ever filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No If yes, may we contact your current employer?  Yes  No

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Employment desired:  Full-time  Part-Time  Temporary

When are you available for work? \_\_\_\_\_

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please explain \_\_\_\_\_

Are you a veteran of the United States military service?  Yes  No

If yes, please list what branch of service and years of service \_\_\_\_\_

If yes, did you receive an honorable discharge?  Yes  No Please include DD214 with application.

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS	MAJOR or DEGREE
High School				
College				
Graduate School				
Bus. Or Trade School				
Professional School				

**COMPUTER SKILLS** (Only for positions which require computer skills)

Check off those computers skills with which you are proficient (any version).

PC Users     Macintosh User     Windows     Microsoft Word     Microsoft Access

Microsoft Excel     Microsoft Publisher     Web Page Design/Maint.     E-mail     Internet

Other. Please list \_\_\_\_\_

**DRIVER'S LICENSE** (Only for positions which require driving)

Do you have a driver's license?     Yes     No

Driver's License # \_\_\_\_\_ State of issue \_\_\_\_\_

Operator     Commercial (CDL)     Chauffeur

Expiration Date \_\_\_\_\_

Have you had any accidents during the past three years?     Yes     No    How many? \_\_\_\_\_

Have you had any moving violations during the past three years?     Yes     No    How many? \_\_\_\_\_

**OTHER SPECIAL SKILLS**

Please list other special skills you may have, e.g. fluency in other languages, licenses, specialized training, apprenticeships, or job related military training.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE**

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Exclude organization names which indicate race, religion, color, national origin, age, sex, disability, sexual orientation, or veteran's status.

<b>Employer:</b>	
<b>Address:</b>	
<b>Job Title:</b>	<b>Supervisor:</b>
<b>Dates of Employment :</b> From: To:	<b>Rate of Pay:</b> Starting: Ending:
<b>Work Performed:</b>	
<b>Reason for Leaving:</b>	

<b>Employer:</b>	
<b>Address:</b>	
<b>Job Title:</b>	<b>Supervisor:</b>
<b>Dates of Employment :</b> From: To:	<b>Rate of Pay:</b> Starting: Ending:
<b>Work Performed:</b>	
<b>Reason for Leaving:</b>	

<b>Employer:</b>	
<b>Address:</b>	
<b>Job Title:</b>	<b>Supervisor:</b>
<b>Dates of Employment :</b> From: To:	<b>Rate of Pay:</b> Starting: Ending:
<b>Work Performed:</b>	
<b>Reason for Leaving:</b>	

**List professional, trade, business or civic activities and offices held.**

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

In reference to Iowa Code 22.7, your application is considered a public record unless otherwise stated below.  
In order for your application to **not** be considered a public record, check the box and sign next to it.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of applicant

**WAIVERS AND DISCLOSURES**

Please read each section carefully and sign below.

**AT-WILL EMPLOYMENT**

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

**CERTIFICATION OF TRUTH AND ACCURACY**

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

\_\_\_\_\_  
Signature of Applicant Date

**This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.**

**Thank you for applying to Plymouth County.**