

# JACKSON COUNTY EMPLOYMENT APPLICATION

Jackson County is an equal opportunity employer. We consider applicants without regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or any other legally-protected status.

Jackson County complies with all applicable Veteran's Preference requirements.

**Please be sure to answer all items completely and accurately.**

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Address Street City State ZIP Code

\_\_\_\_\_  
Telephone(s) Date available for work

The best time to contact you is \_\_\_\_\_:\_\_\_\_\_ AM / PM

The position I am applying for is:\_\_\_\_\_ Today's Date: \_\_\_\_\_

How did you learn about the position? \_\_\_\_\_  
(Newspaper, radio, personnel announcement, walk in, etc.)

Do you possess a valid Driver's License? Yes\_\_\_ No\_\_\_ DL No. \_\_\_\_\_

Do you possess a valid CDL License? Yes\_\_\_ No\_\_\_ Class of CDL \_\_\_\_\_

Are you a US Veteran? Yes\_\_\_ No\_\_\_ Are you a member of the reserves or national guard? Yes\_\_\_ No\_\_\_  
Those wishing to claim Veteran's Preference **MUST SUBMIT PROOF OF SERVICE (DD214)** with includes dates of active duty.

Are you available to work: Full Time\_\_\_ Part Time\_\_\_ Summer\_\_\_ Temporary\_\_\_

Have you ever filed an application with Jackson County? Yes\_\_\_ No\_\_\_ If yes, Month/Year \_\_\_\_\_

Have you ever been employed by Jackson County? Yes\_\_\_ No\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

If yes, in what capacity? \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Do you have any friends or relatives employed by Jackson County? Yes\_\_\_ No\_\_\_ If yes, name, relationship and  
department in which they are employed: \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_ Are you at least 18 years of age? Yes\_\_\_ No\_\_\_

Are you available to work overtime if required? Yes\_\_\_ No\_\_\_ Are you willing to travel if required? Yes\_\_\_ No\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes\_\_\_ No\_\_\_  
(Proof of identity and eligibility will be required upon employment.)

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes\_\_\_ No\_\_\_ If yes, please indicate the  
nature of the offense, date, state and disposition:

\_\_\_\_\_  
A conviction record is not an automatic bar to employment and the nature, regency and disposition of the offense will be considered only as it relates to the job for  
which you are applying.

<b>Education</b>	High School	Undergraduate College/University	Graduate/Professional
School Name/Location			
Area of Concentration / Course of Study			
Diploma/degree(s), certificates, licenses, endorsements			

Describe any skills, specialized training, apprenticeship, certifications, licensures, and/or qualifications acquired academically, from employment or other experience.

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List specialized skills, equipment and computer software you can operate:

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List construction equipment previously operated (if applicable to the position):

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<hr/>	<hr/>	<hr/>

**Personal References**

Give name, address, telephone number and relationship of three references whom are not related to you and are not previous employers.

1.	<hr/>	<hr/>	<hr/>	<hr/>
	Name	Address	Phone	Relationship
2.	<hr/>	<hr/>	<hr/>	<hr/>
	Name	Address	Phone	Relationship
3.	<hr/>	<hr/>	<hr/>	<hr/>
	Name	Address	Phone	Relationship

## Employment Experience

List previous employment, start with your present or last job. Add another sheet if necessary.

Employer	Job Title	Dates Employed	
		From	To
Address			
Telephone No. (s)	Supervisor	Hourly Rate/Salary	
		Starting	Final
Work Performed		\$	\$
Reason for Leaving	May we contact this employer? Yes ___ No ___ If no, please explain:		
Employer	Job Title	Dates Employed	
		From	To
Address			
Telephone No. (s)	Supervisor	Hourly Rate/Salary	
		Starting	Final
Work Performed		\$	\$
Reason for Leaving	May we contact this employer? Yes ___ No ___ If no, please explain:		
Employer	Job Title	Dates Employed	
		From	To
Address			
Telephone No. (s)	Supervisor	Hourly Rate/Salary	
		Starting	Final
Work Performed		\$	\$
Reason for Leaving	May we contact this employer? Yes ___ No ___ If no, please explain:		
Employer	Job Title	Dates Employed	
		From	To
Address			
Telephone No. (s)	Supervisor	Hourly Rate/Salary	
		Starting	Final
Work Performed		\$	\$
Reason for Leaving	May we contact this employer? Yes ___ No ___ If no, please explain:		

List any 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 any other protected status):

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Please indicate in the space below (include additional blank sheets, if necessary), such experience, training, skills or ability that you believe will qualify you for the position for which this application is filed, or any additional information you feel may be helpful to us in considering your application.

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**Return original signed application to:**

**Jackson County  
(Attention to the respective department in which you are applying)  
201 W Platt Street  
Maquoketa, IA 52060**

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**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being considered at that time.

I hereby acknowledge that any employment relationship with Jackson County is of an at-will nature, which means that the employee may resign at any time and that Jackson County may discharge at any time with or without cause. I understand neither this document nor any offer of employment from Jackson County constitutes an employment contract unless a specific document to that effect is executed by Jackson County and be in writing.

I hereby acknowledge that as a condition of employment I may be required to submit to, and successfully pass, a criminal background check, credit history check, post-offer pre-employment physical and drug screen.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Jackson County cost. I understand that I am required to abide by all rules and regulations of the Employer.

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Signature of Applicant

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Date