



# Clayton County Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, or nation origin.

**POSITION APPLYING FOR**

<b>Position Classification:</b>	<b>Date:</b>
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**PERSONAL INFORMATION**

<b>Name:</b>	<b>Social Security No:</b> <b>Optional</b>
<b>Home Phone:</b>	<b>Alternate Phone:</b>
<b>Street Address:</b>	<b>Email:</b>
<b>City, State, Zip:</b>	<b>Driver's License #</b>
<b>U.S. Citizen?      If no, are you able to provide evidence of identity and employment eligibility?</b>	
<b>Have you ever received a disciplinary suspension, been discharged, or forced to resign from a position? If yes, explain:</b>	

**EDUCATION**

<b>Did you graduate from high school?</b>		<b>If no, do you hold a GED Certificate?</b>	
Post High School Education Name & Location of School	# of Years Completed	Course of Work	Type of Degree Received
		<b>Major:</b>	
		<b>Minor:</b>	
		<b>Major:</b>	
		<b>Minor:</b>	

**PRESENT SKILLS**

<b>List any skills, special training, licenses, certifications, or registrations you hold that would apply to this position:</b>

EMPLOYMENT HISTORY			
(List most recent employment first - attach additional pages as necessary)			
Employer:		Job Title:	
Address:		From:	To:
Supervisor:		Annual Salary:	Avg Hours Per Week:
Phone	Reason For Leaving:		
Job Duties:			

Employer:		Job Title:	
Address:		From:	To:
Supervisor:		Annual Salary:	Avg Hours Per Week:
Phone:	Reason For Leaving:		
Job Duties:			

Employer:		Job Title:	
Address:		From:	To:
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Phone:	Reason For Leaving:		
Job Duties:			

REFERENCES		
Name	Phone Number	Relationship

SIGNATURE AND BACKGROUND WAIVER	
<p>I certify the information contained in this application is correct to the best of my knowledge and understand any misrepresentation or omission of information requested on this form constitutes grounds for rejection of my application. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.</p> <p>I authorize Clayton County, Iowa and its employees and/or agents to check into my background to determine suitability for employment. Included herein is the gathering of information relative to a violation(s) of the law resulting in a conviction(s).</p> <p>In addition, my signature hereon will release other agencies, employers, and schools, their employees and/or agents from liability for supplying background information to Clayton County, Iowa. I realize if I do not allow this release of information, this refusal shall be grounds for denying employment.</p> <p><b>I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise of guarantee is binding upon the Company unless made in writing.</b></p> <p>If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.</p> <p>I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.</p>	
Applicant's Signature:	Date: