

**Cerro Gordo County  
APPLICATION FOR EMPLOYMENT**

**AN EQUAL OPPORTUNITY EMPLOYER**



**MAIL APPLICATIONS TO:**

Mary Ermer, Office Manager  
Cerro Gordo County Conservation Board  
3501 Lime Creek Road  
Mason City, IA 50401-3254

(641) 423-5309 - PHONE  
[mermer@cgcounty.org](mailto:mermer@cgcounty.org) - EMAIL

**INSTRUCTIONS:**

To be filled out by the applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability.

- Incomplete applications **MAY NOT BE CONSIDERED.**
- If resume is submitted, **DO NOT** write "see resume."
- **DATE** and **SIGN** this application.
- Please complete this application in blue or black ink, or type.
- You are not required to furnish any information which is prohibited by federal, state or local law.

<b>TITLE OF POSITION YOU ARE APPLYING FOR:</b>			<b>DEPARTMENT:</b>
Conservation Education Internship			County Conservation
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Student Intern	<b>TODAY'S DATE:</b>
<input type="checkbox"/> Grant Funded	<input type="checkbox"/> Co-op	<input type="checkbox"/> Temporary/Limited Term Employment	

<b>Name:</b>			Home Phone:
(Last)	(First)	(M.I.)	( ) _____ - _____
<b>Current Address:</b>			Business Phone:
			( ) _____ - _____
			Can we contact you at this number?
			<input type="checkbox"/> yes <input type="checkbox"/> no
			If yes, list hours
			When will you be available for employment?
<b>Permanent Address:</b> (if different than current address)			Email Address:
			Can we contact you here?
			<input type="checkbox"/> yes <input type="checkbox"/> no

**Are you a U. S. Citizen?**  yes  no  
**Are you legally eligible for employment in the United States?**  yes  no  
**Are you at least 18 years of age?**  yes  no  
*Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and have a valid work permit.*

**Have you ever been employed by Cerro Gordo County?**  yes  no  
 If yes: when, in what position, and in what department? \_\_\_\_\_  
*Cerro Gordo County prohibits employment of an individual if he/she would be directly supervised or receiving direct supervision from a family member.*  
 List any relatives employed by Cerro Gordo County or serving as elected or appointed officials:

<b>Do you possess a valid Driver's License?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no	Type/class: _____ Type: _____
<b>Do you possess a valid Commercial Driver's License?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no	
<b>Do you possess any other license?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no	

Please list **ALL** instances in which you were convicted as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations, traffic violations, founded child or dependent adult abuse and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment. Please explain below (you may attach another sheet if necessary). *Approximate dates may be listed.*

Date	Location	Charge	Court	Disposition of Case

*NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.*

**Did you graduate from high school?**     yes     no

Name of school: \_\_\_\_\_

Location of school: \_\_\_\_\_

If no, have you passed a high school equivalency or GED test?     yes     no

Location: \_\_\_\_\_

**Training beyond high school:**

College or university, technical, nursing, business college or other schools you have attended.

College, university or school -- name, location and phone number	Presently attending	Major field	Type of degree received	Credits earned	GPA

**IMPORTANT:** You must complete the employment section of this application. Use a separate sheet of paper for additional employers. You may attach a resume to further explain your qualifications.

**EMPLOYMENT SECTION: (Please start with your most recent position - include military service)**

From (month & year)	Title of your PRESENT/MOST RECENT position:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	
Hours each week:	Address:		
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		
Starting salary (indicate yearly, monthly or hourly):	If currently employed, may we contact that employer? <input type="checkbox"/> yes <input type="checkbox"/> no, not at this time	Reason for leaving or considering change:	
Present salary (indicate yearly, monthly or hourly):	Number of employees you supervise:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	

From (month & year)	Title of position held:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	
Hours each week:	Address:		
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		
Starting salary (indicate yearly, monthly or hourly):	Number of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	
Last salary (indicate yearly, monthly or hourly):	Reason for leaving:		

Applicant name \_\_\_\_\_

**AUTHORIZATION AND CERTIFICATION**

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask a Human Resources representative prior to initialing and signing the application. Your initials and signature verify that you have read, understood and agreed to abide by these statements.

Initial: \_\_\_\_\_  
I authorize any person contacted to provide Cerro Gordo County any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by Cerro Gordo County to request employment records from my present and/or former employer(s). I release and hold harmless Cerro Gordo County, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

Initial: \_\_\_\_\_  
I understand that after receiving a conditional offer of employment I will be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with Cerro Gordo County. I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam at a location selected by Cerro Gordo County, and consent to the release of the test results to Cerro Gordo County. I hereby release and hold harmless Cerro Gordo County, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or pre-employment exam and decisions concerning employment based upon the results of the tests.

Initial: \_\_\_\_\_  
I authorize Cerro Gordo County, its officers, agents, and employees to conduct a background criminal and abuse check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless Cerro Gordo County, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by Cerro Gordo County only if it substantially relates to the position applied for.

Initial: \_\_\_\_\_  
If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, Cerro Gordo County reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

Initial: \_\_\_\_\_  
I agree to use such personal protective equipment and devices as may be required by Cerro Gordo County and to comply with safety rules and requirements. In addition, I understand that Cerro Gordo County maintains a workplace free from drugs, smoking, harassment and violence.

Initial: \_\_\_\_\_  
I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of Cerro Gordo County has the authority to make any assurances to the contrary.

Initial: \_\_\_\_\_  
I have read and understand the job description for the position I am applying for.

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

*Cerro Gordo County is committed to the equality of opportunity for all people. It is the policy of Cerro Gordo County to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.*

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

last revised: 04/15/04