

Application Deadline: November 5, 2013

Date received:

APPLICATION FOR EMPLOYMENT
Cass County Extension Office Assistant
Iowa State University Extension ~ 805 West 10th St., Atlantic, IA 50022
 (An Affirmative Action Equal Opportunity Employer)

Electronic Form available at: <http://www.extension.iastate.edu/cass>

The information contained on this application may be used to evaluate and score your training and experience for particular classifications. Please be specific and detailed in your answers.

Name: First Middle Last Home Phone

Present Address: Street City State Zip

Email address Evening Phone Day/Cell Phone

EDUCATION

HIGH SCHOOL ATTENDED

Name and Location of School	From (mo / yr)	To (mo / yr)	Total Years Completed (<i>Circle One</i>)				Diploma Earned? • Yes • No
			9	10	11	12	

If you did not receive a high school diploma, do you hold a GED certificate? Yes No

TRADE, TECHNICAL, BUSINESS OR MILITARY SCHOOLS ATTENDED

Name and Location of School	From (mo / yr)	To (mo / yr)	Total Months of Study	Major Field	Degree Earned

COLLEGES OR UNIVERSITIES ATTENDED

Name and Location of School	From (mo / yr)	To (mo / yr)	Total Months of Study	Major Field	Degree Earned

Do you possess a valid driver's license? Yes No

Employment History (ENTER MOST RECENT JOB FIRST)

Employer	Your Job Title	Date Started (Mo / Yr)	Date left (Mo / Yr)	Total Months
Employer's address		Supervisor's Name		
Hours per Week Employed	Reason for Leaving	May we contact this employer? Yes No		

Description of Duties and Responsibilities (in detail) _____

Employer	Your Job Title	Date Started (Mo / Yr)	Date left (Mo / Yr)	Total Months

Employer's address		Supervisor's Name		
Hours per Week Employed	Reason for Leaving		May we contact this employer? Yes No	

Description of Duties and Responsibilities (in detail) _____

Employer	Your Job Title	Date Started (Mo / Yr)	Date left (Mo / Yr)	Total Months
Employer's address		Supervisor's Name		
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Description of Duties and Responsibilities (in detail) _____

Employer	Your Job Title	Date Started (Mo / Yr)	Date left (Mo / Yr)	Total Months
Employer's address		Supervisor's Name		
Hours per Week Employed	Reason for Leaving		May we contact this employer? Yes No	

Description of Duties and Responsibilities (in detail) _____

Why would you be the best applicant for this position?

Describe your prior experience with customer service, accounting, databases and office management.

Computer Experience:

Computer Applications	I have worked with:	Describe tasks done and level of skill:
Word Processing		
Databases		
Accounting Systems		
Spreadsheets		
Email		
Web Server		
Other:		

References:

List the names, addresses, relationship and phone numbers of three references:

1.

2.

3.

I authorize investigation of all statements contained in this application. I understand that misrepresentations or omission of facts is cause for dismissal.

Applicant's Signature

Date

Please return this completed application, a cover letter and a current resumé by November 5, 2013 to:

Cass County Extension Office
805 West 10th St., Atlantic, IA 50022

Or

Email completed documents to keolson@iastate.edu