

APPLICATION FOR EMPLOYMENT

The County considers applicants for all positions without regard to age, race, color, religion, creed, sex, national origin, marital status, disability, veteran status, gender identity, sexual orientation, or any other legally protected status. Women, veterans, and persons of color are encouraged to apply.

(PLEASE PRINT)

Position Applied For: _____ Date: _____

Name of Applicant: _____

Address: _____ Telephone: _____

How did you learn about this position? _____

Have you applied for a position with the County before? _____ When? _____

Applicants for law enforcement positions and certain other positions with the County may be asked for additional identifying information for purposes of conducting a background check.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied, as described in the job description provided by the County for the position sought? Yes / No

- If you are under 18 years of age, can you provide required proof of work eligibility? Yes / No
 - Have you ever applied for employment with the County before? Yes / No
If Yes, when? _____ For what position? _____
 - Are you currently employed? Yes / No If Yes, may we contact your employer? Yes / No
 - Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of work eligibility will be required upon employment.) Yes / No
 - On what date would you be available to work? _____
 - Are you available to work: ___ Full -Time ___ Part-Time ___ Shift Work ___ Temporary (Explain)
 - Are you currently on "lay-off" status and subject to recall? Yes / No
 - Do you have a valid driver's license? Yes / No (If Yes, what state? _____) Valid CDL? Yes / No
 - Are you related to anyone who works for the County? Yes/No If yes, who (describe relationship)
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- The term "convicted" for purposes of this application includes a conviction following a trial, a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor.

Have you ever been convicted of a felony or a misdemeanor? Yes / No

(Conviction will not necessarily disqualify an applicant from employment.)

If Yes, please explain: _____

If you are a military veteran, please provide information regarding your military service, including a DD 214 when applicable: _____

For purposes of the following questions, the term “fired” means firing from employment, termination of employment, discharge from employment, or any involuntary separation from employment, and the term “quit” means a resignation from employment, a failure to return to work, or any voluntary separation from employment.

- Have you ever been fired? Yes / No
- Have you ever been asked to quit? Yes / No
- Have you ever quit after being told that you would be fired if you did not quit? Yes / No
- Have you ever quit after being advised that disciplinary action would be taken against you? Yes / No
- Have you ever quit after disciplinary action was taken against you? Yes / No

If you answered “yes” to any of the preceding questions, you must provide detailed information on a separate page.

For purposes of the following questions, the term “disciplinary action” means any action adverse taken by the employer against the employee for reasons relating to conduct or performance and the term includes, but is not limited to, counseling, verbal warnings, written warnings, verbal reprimands, written reprimands, paid suspensions, unpaid suspensions, days of reflection, and involuntary separation from employment.

- Have any of your previous employers ever taken any disciplinary action against you? Yes / No
- Have you ever been ordered, directed, or required to pay money to your employer as a part of disciplinary action that was taken against you? Yes / No
- Have you ever been ordered, directed, or required to return property to your employer as a part of disciplinary action that was taken against you? Yes / No

If you answered “yes” to any of the preceding questions, you must provide detailed information on a separate page.

For the purposes of the following questions, the term “theft” means taking, possessing, or controlling property belonging to an entity (such as a company, partnership, or sole proprietorship) or belonging to another person without the right or authorization to do so.

“Theft” includes, but is not limited to: thefts of cash (currency and coin), thefts of checks, thefts of funds (by wire transfer or otherwise), misuse or unauthorized use of credit/debit cards, thefts of property, misuse or unauthorized use of accounts or allowances (clothing, mileage, meals, etc.), thefts of time (timekeeping abuse, improper use of leaves of absence, employer time spent on non-employer related matters, etc.), and thefts of service (use of the employer’s property to perform unauthorized work).

- I. Have you ever committed an act of theft that did involve your place of employment? Yes / No

If your answer was “yes”, you must answer the following questions:

- > Was the act reported to or identified by the employer? Yes / No
- > Did the employer take any disciplinary action against you? Yes / No
- > Did the employer report this action to law enforcement? Yes / No
- > Did you pay any money or transfer any property to the employer as a result of your act? Yes / No

- II. Have you ever committed an act of theft that did not involve your place of employment? Yes / No

If your answer was “yes”, you must answer the following questions:

- Was that act reported to or identified by the victim? Yes / No
- Did the victim report this action to law enforcement? Yes / No
- Did you pay any money or transfer any property to the victim as a result of your act? Yes / No

EDUCATION

High School Attended: _____ County/State _____

Highest Grade Completed: _____ Diploma or GED acquired? Yes / No

Post-secondary Institution/ Undergraduate College or University: _____

County/State _____ Course of Study: _____

Years Attended: _____ Degree/Certificate: _____

Graduate Study Institution: _____ County/State _____

Course of Study: _____ Degree: _____

Other (Specify): _____

SKILLS & QUALIFICATIONS

List any foreign language(s) you're able to speak, read or write fluently: _____

Describe any specialized training, apprenticeship, skills, job-related military training, extra-curricular and volunteer activities you have:

List any specialized skills you have in operating general office equipment, including computer software experience:

List any additional information you feel may be helpful in considering your application, including any additional licensures or training in the operation of specific equipment:

REFERENCES

Name _____ Phone _____

Address _____ Relationship _____

Name _____ Phone _____

Address _____ Relationship _____

Name _____ Phone _____

Address _____ Relationship _____

EMPLOYMENT HISTORY

Please start with your most recent employer and include an explanation of all gaps in time of employment. Use additional pages if necessary.

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

APPLICANT MAY INCLUDE ADDITIONAL INFORMATION WITH THIS APPLICATION

If you provide false, inaccurate, or incomplete information in this application form or in any interview or if you fail to disclose information requested in this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

ACKNOWLEDGMENT

By submitting this application, I certify that this information is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentations. I am aware that all statements submitted on this application are subject to investigation and verification. I authorize the persons, schools, agencies, employers, and other organizations named in this application to provide information requested by the County in its processing of this application. I agree to provide the County with any appropriate release or waivers that are requested by these other entities.

I understand that any false, inaccurate, or incomplete information in this application or in any subsequent interview, or a failure to disclose information requested in this application or in an interview will remove me from eligibility for employment with the County, and, if I am hired, such false, inaccurate, or incomplete information may subject me to immediate termination at any time of discovery by the County.

Signature

Date

APPLICANT ACKNOWLEDGEMENT

In applying for employment, I want the County to be fully informed of my previous record and I hereby authorize the County to investigate my background and to obtain any and all information which may concern me. I hereby release all persons, educational institutions, companies, law enforcement agencies, and other organizations or employers from any liability on account of furnishing such information.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the Employer discovers the violation of its policy regarding application form dishonesty.

I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant _____ **Date** _____

FOR OFFICE USE ONLY

Application received on _____ Application received by _____

Application meets or exceeds minimum qualifications for position _____ Yes _____ No

If no, explain deficiencies: _____

HANCOCK COUNTY

JOB DESCRIPTION

Title:	Custodial Assistant	Department:	Maintenance
Date:	October 6, 2022		
FLSA:	Non-Exempt	Reports To:	Maintenance Director

PURPOSE OF POSITION

Assist in maintaining the Courthouse, law enforcement center, health services building and associated grounds and related facilities according to the desired standards regarding general appearance, cleanliness and operational efficiency; may perform or assist the maintenance director in basic trades work such as painting and related building maintenance work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Keeps premises of courthouse, law enforcement center, health services building in clear and orderly condition by sweeping, mopping, scrubbing, dusting fixtures, vacuuming and waxing floors, cleaning bathrooms, windows, hallways, stairs and office space, shampooing rugs and carpets; removing trash and related debris.

Mows lawn, trims shrubbery using hand and power tools; plants flowers, removes weeds by pulling or spraying.

Removes snow from sidewalks, parking lots and related premises using power and hand tools; applies ice and snow melt. These duties may apply on weekends and after-hours for first responder access and to be completed prior to public opening of county buildings.

Moves election machines, furniture, file cabinets and desks; stores paper products, license plates, unused and obsolete items and fixtures.

Picks up and delivers mail to the Post Office; distributes mail at Courthouse.

Collects recycling materials (paper, cardboard etc.) and bundles cardboard for pickup and shreds paper for use by employees and the public for disposal.

Assist in closing of business, ensures electrical equipment are turned off and doors are locked; sets up meeting rooms with chairs and tables.

Ensures materials and supplies needed to repaint interior walls and windows, as needed, and performs interior painting.

Position is a 40 hour, 5-day work week with potential weather related on call for snow removal.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Job related experience is desired, but not essential. Valid Iowa motor vehicle operator's license required.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Work involves frequent activity walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), lifting and moving heavy objects such as desks, election machines, containers weighing 50 lbs. or more, boxes,

cleaning equipment, files, supplies and materials using fingers, hands, feet, legs and torso in providing various custodial and maintenance services. Able to operate motor vehicle, end loader and small engine equipment used in mowing lawns, removing snow, cutting branches, trees. Skill in the operation of hand and power tools used in maintenance/repair including saws, drills, grinders, wrenches, chisels, squares and related measuring devices.

Cognitive Demands

Requires the capacity to set up, adjust and operate machines and equipment to perform work functions; move, guide or place objects or materials where basic standards are involved, starting, controlling, adjusting and stopping machines or equipment; lifting, handling, guiding or carrying objects or materials in such tasks as mopping, sweeping, dusting, mowing, equipment maintenance and repair functions. Requires eye/hand/foot coordination, finger and hand dexterity to respond to visual stimuli, follow oral, written or diagrammatic instructions.

Language Ability & Interpersonal Communication

Requires the capacity to follow one or two step instructions. Read and write the English language at the elementary level. Respond to the needs or requests of others where a standardized or obvious course of action should be taken.

Environmental Adaptability

Exposed to noise, dusts, shock from electrical current, burns from chemicals and cleaning agents, strains from improper lifting, loss of limb if careless with equipment operation and related occupational hazards.