



Extension - Howard County

Position applying for: County Extension Service - Summer Intern

Please submit your completed application with a cover letter and resume detailing your professional, educational, and social activities. It is requested for submission as part of this application. If you have any other experiences, skills, or qualifications that would enhance your application, you may attach an additional sheet of paper with the information.

Please submit to:

Allison Hillis, County Extension Director

120 E Mulberry St, Suite 105

Kokomo, IN 46901

Email: amhillis@purdue.edu

Name _____

Local Address _____

Legal or Permanent Address if other than the above

Phone _____ Email _____

Are you at least 18 years of age? ☐ Yes ☐ No

Have you ever been employed by Howard County? ☐ Yes ☐ No If yes, please list below:

From _____ to _____ Position held _____ Department _____

Reason for leaving _____

Does the County employ any of your relatives? ☐ Yes ☐ No If yes, complete the section below:

Name	Department	Relationship
_____	_____	_____
_____	_____	_____

On what day would you be available to begin work? _____

Have you read the job description for the position you are applying for? ☐ Yes ☐ No

If travel is included as an essential job duty for this position, would you be available to travel? ☐ Yes ☐ No

Can you perform all of the essential job duties required for this position? ☐ Yes ☐ No

Would any reasonable accommodations be needed for you to perform all the essential job duties required for this position?

☐ Yes ☐ No

PURDUE EXTENSION - HOWARD COUNTY

Jeff Stout Government Center

120 E Mulberry St, Suite 105, Kokomo, IN, 46901

Office: 765-456-2313

Email: howardces@purdue.edu

Purdue University is an equal opportunity/equal access/affirmative action institution.

Educational Record

Do you have a high school diploma or GED? ☐ Yes ☐ No Name of School: _____

Are you attending or have a degree from a post-secondary institution?

☐ Attending ☐ Graduated

Name of Institution _____

Area of Study _____

Participation and Leadership in Organizations

List experience in Youth Organizations such as 4-H, Scouts, YMCA, YWCA, etc.

Name of Organization _____

As a member _____ How many years _____ Where _____

As a volunteer _____ How many years _____ Where _____

Name of Organization _____

As a member _____ How many years _____ Where _____

As a volunteer _____ How many years _____ Where _____

Name of Organization _____

As a member _____ How many years _____ Where _____

As a volunteer _____ How many years _____ Where _____

Scholastic honors received (high school or college) _____

Professional and social fraternities, sororities, societies, clubs, or organizations of which you are a member:

For the above, indicate the offices or positions of leadership you held or are currently holding:

Civic and community service activities in which you have been associated _____

Employment History

Please read carefully – Beginning with current employment, list all previous positions, including part-time work in college.

Current employer _____

Name and title of immediate supervisor _____

Address _____

E-mail address _____ Telephone _____

Position Title _____ Held from _____ to _____

Type of Work _____ Salary (per year) _____ to _____

Reason for leaving _____

May we contact this employer? ☐ Yes ☐ No

Previous employer _____

Name and title of immediate supervisor _____

Address _____

E-mail address _____ Telephone _____

Position Title _____ Held from _____ to _____

Type of Work _____ Salary (per year) _____ to _____

Reason for leaving _____

May we contact this employer? ☐ Yes ☐ No

Previous employer _____

Name and title of immediate supervisor _____

Address _____

E-mail address _____ Telephone _____

Position Title _____ Held from _____ to _____

Type of work _____ Salary (per year) _____ to _____

Reason for leaving _____

May we contact this employer? ☐ Yes ☐ No

References

List three references who are not related to you and are not former employers or supervisors:

(Name)	(Address)
(Business & Position)	(Telephone)
(Name)	(Address)
(Business & Position)	(Telephone)
(Name)	(Address)
(Business & Position)	(Telephone)

Have you ever been convicted of or pleaded guilty to a crime? (Include court-martial convictions, excluding minor traffic violations.) ☐ Yes ☐ No

If yes, please complete the following:

Conviction (e.g., felony, misdemeanor)	Offense (e.g., theft)	Date	Location (City State)	Court Action / Sentence

Read this application and your answers carefully before signing below.

Certificate of Applicant: I hereby certify that all statements made on or in connection with this application are accurate, complete, and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal. I know that my classification as a permanent employee depends upon successfully performing work assigned to me during a probationary period, where applicable.

I authorize the release of any records pertaining to my education, employment, and/or personal references to Howard County and/or the Howard County Extension Office.

Signature of Applicant _____ Date _____

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with Howard County will be based on your merit and fitness and on no other consideration. Howard County does not discriminate in regard to race, color, national origin, age, religion, sex, handicap, marital status, arrest record or conviction record and is an Equal Opportunity/Affirmative Action Employer.