

PURDUE UNIVERSITY COOPERATIVE EXTENSION SERVICE  
*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

## 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.