



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:  
Eric Hillis, County Extension Director  
1200 S. Main St.  
Tipton, IN 46072  
Email: jehillis@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 Tipton 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 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- TIPTON COUNTY  
1200 S Main Street, Tipton, IN 46072  
Office: 765-675-1177

## 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\_\_\_\_\_

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

Civic and community service activities\_\_\_\_\_

## 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\_\_\_\_\_

Telephone\_\_\_\_\_ Type of Work\_\_\_\_\_

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-material 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 |
|--|----------------------------|------------------------|-----------------------|
|--|----------------------------|------------------------|-----------------------|

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**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 Tipton County and/or the Tipton 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 Tipton County will be based on your merit and fitness and on no other consideration. Tipton 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.