

Application for Employment

Position for which application is made: **Summer Assistant Position**

Fill out application accurately and completely so that we may determine your qualifications for a position with the Purdue Cooperative Extension Service of Adams County.

Date of Application _____ Social Security # _____
(used to confirm Indiana Work Study Eligibility)

I authorize the Adams County Extension Service to conduct a check with an employer and references. This also serves to authorize my present and/or previous employer(s) to provide reference information to the Adams County Extension Service as it is requested.

Signature: _____ Date: _____

Personal Data Please Print

Name _____
Last First Middle I.

Address _____

City _____ State _____ Zip Code _____

Sex: _____ Male _____ Female Home Phone _____ Cell Phone _____

Email Address _____

As the job may require the use of a car:

Do you have a valid state driver's license, or can you obtain one? _____

Do you have a car or access to one? _____

Have you had any association with the Purdue Cooperative Extension Service? If so, please explain.

Have your parents or other family members participated in local Extension programs? If so, please explain.

Have you had any experience in 4-H Club work? If so, please explain. _____

What qualifications do you feel you have for this job? _____

Please list computer programs you are comfortable and efficient in utilizing: _____

Please identify reasons why you feel that you would like to work for the Purdue Cooperative Extension Service of Adams County: _____

Educational Record

Name of High School Attended: _____ Dates Attended _____
Name of College or University Attended: _____ Dates Attended _____
Name of College or University Attended: _____ Dates Attended _____
College/University Major: _____
College/University Minor: _____

List professional and/or social fraternities, sororities, societies, clubs, or organizations of which you are a member of: _____

For the above, indicate the offices or positions of leadership you held or currently hold: _____

List the civic, church and community service activities in which you have been associated: _____

References

Names of three people, not relatives or former employers, who have known you at least two years, and who you feel would be able to assess your personal and/or professional qualifications for the position under consideration:

Name	Phone Number	How do you know this person
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment Experience

Work Experience: Enter all positions, most recent experience first. Give a complete description of work performed. Attach additional sheet(s) or resume if necessary.

Employer _____ Supervisor _____

Phone # _____ Job Title _____

From _____ to _____ Salary (optional) _____ Full-Time _____ Part-Time _____
Mo./Yr. Mo./Yr.

Duties _____

Reason for Leaving _____

Employer _____ Supervisor _____

Phone # _____ Job Title _____

From _____ to _____ Salary (optional) _____ Full-Time _____ Part-Time _____
Mo./Yr. Mo./Yr.

Duties _____

Reason for Leaving _____

Employer _____ Supervisor _____

Phone # _____ Job Title _____

From _____ to _____ Salary (optional) _____ Full-Time _____ Part-Time _____
Mo./Yr. Mo./Yr.

Duties _____

Reason for Leaving _____

Please feel free to supplement this application with additional information that you believe would be helpful in evaluating your qualifications for employment with the Purdue University Cooperative Extension Service of Adams County.

It is the policy of the Purdue University Cooperative Extension Service to provide equal opportunity in employment for all persons and to prohibit discrimination because of race, color, national origin, sex, religion, age or handicap.