

**EXTENSION OFFICE SUMMER ASSISTANT APPLICATION**  
**PURDUE EXTENSION-LAWRENCE COUNTY**

Please complete the application, a resume, and return them both to the Extension Office.

This position may be a work study position. Do you qualify for work study? \_\_\_\_\_  
Have you completed the online information to be eligible for work study? \_\_\_\_\_

**Position Title: Extension Office Summer Assistant**

Name: \_\_\_\_\_  
(last) (first) (middle)

Former or other names: \_\_\_\_\_

Address \_\_\_\_\_  
St, RR, Box, Apt# City State Zip

How long have you lived at this address? \_\_\_\_\_ years

E-mail address: (please print clearly) \_\_\_\_\_

Telephone: \_\_\_\_\_  
(home) (cell)

Have you been a 4-H member or 4-H Junior Leader?

4-H \_\_\_\_\_ 4-H Junior Leaders \_\_\_\_\_

What were your areas of participation? \_\_\_\_\_  
\_\_\_\_\_

**Education:**

High School: \_\_\_\_\_

College: \_\_\_\_\_

Degree working toward: \_\_\_\_\_

**Work Experience:**

Employer	Role/Responsibilities	City/State	Years
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Volunteer Work:**

Organization	Role/Responsibilities	City/State	Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Why are you interested in a summer position with Purdue Extension?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate your experience, talents, interests, computer knowledge, and other skills that might be related to youth development and the 4-H program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date available to begin work \_\_\_\_\_

Do you have access to an automobile on a regular basis? \_\_\_\_\_

## Personal References:

List three references not related to you who know about your qualifications for working in a youth organization. If you have previous work or volunteer experiences, one reference should be from that organization or business. You may include business associates, high school teachers, college professors, or members of your community. Please include complete addresses and phone numbers.

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_  
St, RR, Box, Apt# City State Zip

How do you know this person? \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_  
St, RR, Box, Apt# City State Zip

How do you know this person? \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_  
St, RR, Box, Apt# City State Zip

How do you know this person? \_\_\_\_\_

## Verification and Consent for Background Check

Have you been convicted of a crime (excluding minor traffic violations)? \_\_\_\_\_  
If yes, give date, nature of offense and disposition.

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PLEASE NOTE: A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it relates to specifics of the position.

**I certify that the above information is correct.** I authorize the contact of the references listed above. I understand background checks will be conducted. I authorize the Purdue University Cooperative Extension Service to contact the Indiana Criminal Justice Institute to conduct a search of the Sex and Violent Offender Registry to release any information on the Registry to the Purdue University Cooperative Extension Service. **I understand the misrepresentation or omission of facts requested is just cause for non-appointment as a Purdue Cooperative Extension Service employee.**

If accepted as an employee, I agree to respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse. I recognize that the 4-H Youth Development Program is part of the Purdue Cooperative Extension Service, in which the United States Department of Agriculture, Purdue University, and all Indiana counties share. As an employee, I am committing to involve individuals regardless of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran in educational experiences in cooperation with Extension volunteers and Extension personnel.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return the completed application by April 20 to: Purdue Extension-Lawrence County, 924 16<sup>th</sup> Street, Bedford, IN 47421 or email to [lodmell@purdue.edu](mailto:lodmell@purdue.edu). Contact Lesley Lodmell at 812-275-4623 if you have questions about the application process.

It is the policy of the Lawrence County Extension Service, that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats. Lawrence County Extension Service is an Affirmative Action employer.