INRCOG

Iowa Northland Regional Council of Governments

Application for Employment

Iowa Northland Regional Council of Governments

Partners for Progress - Developing Strong Local Governments

Equal Employment Opportunity

INRCOG is dedicated to equal employment and advancement opportunities. Employment decisions are based on qualifications, interest, aptitude, and legitimate business considerations, without unlawful discrimination based on any characteristic protected by applicable federal, state, or local law.

Please complete all applicable sections. Type or print clearly. Attach additional pages if more space is needed.

POSITION AND APPLICANT INFORMATION

Position applying for	Date of application

Full legal name (First, Middle, Last)

Street address

City	State	ZIP code

Email address	Phone number

How did you learn about this position?

Date available to begin work	Salary expectations

GENERAL INFORMATION

Have you previously been employed by INRCOG or a delegated authority group?	☐ Yes ☐ No

If yes, provide dates of employment, position(s) held, and name used at the time (if different).

Are you aware of any outside employment or business activities that may create a conflict of interest with this position?	☐ Yes ☐ No

If yes, please explain the potential conflict.

If hired, can you provide proof that you are at least 18 years of age, or a valid permit to work if under age 18?	☐ Yes ☐ No
Are you legally authorized to work in the United States?	☐ Yes ☐ No
Are you willing to travel to out-of-town locations, including overnight trips?	☐ Yes ☐ No
Can you perform the essential functions of the position, as described in the job description, with or without reasonable accommodation?	☐ Yes ☐ No

EMPLOYMENT HISTORY

List your present and former employers, beginning with the most recent. Include relevant unpaid, volunteer, or military experience when appropriate.

Employer 1

Employer name	Phone number

Address (Street, City, State, ZIP)

Job title	Supervisor name and title

Employment start date	Employment end date (if applicable)

Reason for leaving (if applicable)

Description of duties and responsibilities

Employer 2

Employer name	Phone number

Address (Street, City, State, ZIP)

Job title	Supervisor name and title

Employment start date	Employment end date (if applicable)

Reason for leaving (if applicable)

Description of duties and responsibilities

Employer 3

Employer name	Phone number

Address (Street, City, State, ZIP)

Job title	Supervisor name and title

Employment start date	Employment end date (if applicable)

Reason for leaving (if applicable)

Description of duties and responsibilities

EDUCATION AND TRAINING

You may omit dates of attendance or graduation.

High School

School name	City/State

Did you graduate?	☐ Yes ☐ No

College/University

Institution name	City/State

Course of study	Degree

Did you graduate?	☐ Yes ☐ No

Graduate School

Institution name	City/State

Course of study	Degree

Did you graduate?	☐ Yes ☐ No

Technical, Vocational, or Business Training

School or training provider	City/State

Course of study or training	Certificate/Degree

Did you complete the program?	☐ Yes ☐ No

PROFESSIONAL SKILLS, SEMINARS, AND EDUCATION

List job-related seminars, short courses, workshops, certifications, licenses, or other educational experiences relevant to the position.

List office equipment, software programs, and other relevant job-related skills.

List and describe activities, honors, experience, or training that may aid you in the position and have not been listed elsewhere. Do not include information that identifies protected personal characteristics.

VETERANS PREFERENCE

Have you served in the United States Armed Forces? *Applicants claiming veterans preference may be asked to provide supporting documentation in accordance with applicable Iowa law.*	☐ Yes ☐ No

Branch of service	**Dates of service**

Rank at separation (optional)

Describe military experience relevant to the position for which you are applying.

PROFESSIONAL REFERENCES

Please provide three professional references who are familiar with your qualifications and work.

Name	Company/Relationship	Phone	Email

APPLICANT CERTIFICATION

I certify that all statements made in this employment application and any accompanying resume or materials are true, complete, and accurate to the best of my knowledge. I understand that false statements, misrepresentations, or material omissions may disqualify me from further consideration for employment and, if discovered after employment begins, may result in disciplinary action up to and including termination.

I authorize INRCOG to verify the information provided in this application and to contact the employers, educational institutions, and references identified herein, as permitted by law.

Nothing contained in this application creates a contract of employment. If hired, employment will be governed by applicable Iowa law and INRCOG personnel policies.

If hired, I understand that I must provide documentation establishing my identity and authorization to work in the United States as required by federal law.

Applicant signature	**Date**

Printed name

This application will be considered active for the period established by INRCOG recruitment and records-retention practices.