



Application for Employment  
Civil Service



**Date:** \_\_\_\_\_

**NOTICE:** Applications must be typewritten or clearly printed in ink. All questions must be answered and accompanying documents received prior to processing. If not applicable, indicate N/A (not applicable). If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as the application and number the sheets to correspond with the questions.

**1. PERSONAL HISTORY STATEMENT**

Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Phone # \_\_\_\_\_

\*Male  \*Female  \*Date of Birth \_\_\_\_\_ \*Age \_\_\_\_\_ \* Race \_\_\_\_\_

Are you a U. S. Citizen?  Yes  No

Place of Birth \_\_\_\_\_

Have you taken the Civil Service Examination before?  Yes  No If so, what date: \_\_\_\_\_

Have you ever been employed by Tama County?  Yes  No If so, in what department?

\_\_\_\_\_  
Dates: \_\_\_\_\_ to \_\_\_\_\_

Are you currently a certified peace officer by the Iowa Law Enforcement Academy?  Yes  No If so, what date: \_\_\_\_\_

**"TAMA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER"**

\*Federal and State law prohibit discrimination on the basis of race, religion, sex, age, national origin, marital status or mental or physical disability. No question on this application is intended to secure information to be used for such discrimination.

**Return completed application to:**

Personnel Director  
Tama County Attorney's Office  
100 W High St  
PO Box 6  
Tama IA 52339  
[attorney@tca.tamacountyiowa.gov](mailto:attorney@tca.tamacountyiowa.gov)

Height \_\_\_\_\_ Weight \_\_\_\_\_ Color of Eyes \_\_\_\_\_ Color of Hair \_\_\_\_\_

Scars, Marks, or Tattoos \_\_\_\_\_

List all names that you have ever used including maiden names:

If married, spouse's name \_\_\_\_\_

## 2. RESIDENCES

A. List chronologically, all of your residences for the last ten (10) years (including addresses while attending school if away from home and military addresses including any off-base housing).

### 3. EDUCATION RECORD

Attach both high school and college transcripts to this application. Your application will not be processed without these transcripts.

High School Name and Address of School	Dates	

College or University	Dates		Major	Degree
	From	To		

Other education, training or special skills you possess

a. If you are working on a degree, please give the anticipated completion date: \_\_\_\_\_

Type of degree expected: \_\_\_\_\_ Name of institution: \_\_\_\_\_

b. Were you ever dismissed from a school, or was any disciplinary action against you, including scholastic probation?    Yes    No

\_\_\_\_\_

\_\_\_\_\_

Type of action:

c. List awards, honors, citations, positions held in school organizations, athletic endeavors and any other recognition you received while in school.

#### 4. ORGANIZATION MEMBERSHIP

a. Are you now, or have you ever been a member of any club, society or organization?  Yes  No  
If yes, please list them below, do not abbreviate.

Name and Address	Type (social, fraternal, professional, etc.)	Office Held	Membership Dates	
			From	To

#### 5. REFERENCES

Give three (3) references (not relatives, former or present employers, fellow employees or school teachers) who are responsible adults of reputable standing in their communities, who have known you for at least five (5) years, preferably those who have known you during the past five (5) years. If retired, please give their former occupation.

Complete Name _____	Addresses _____
# Yrs. Acquainted _____ Occupation _____	Residence: _____
Business: _____	Telephone #: _____
Complete Name _____	Addresses _____
# Yrs. Acquainted _____ Occupation _____	Residence: _____
Business: _____	Telephone #: _____
Complete Name _____	Addresses _____
# Yrs. Acquainted _____ Occupation _____	Residence: _____
Business: _____	Telephone #: _____

Give three (3) social acquaintances in your own age group.

Complete Name _____	Addresses _____
# Yrs. Acquainted _____ Occupation _____	Residence: _____
Complete Name _____	Business: _____
# Yrs. Acquainted _____ Occupation _____	Telephone #: _____
Complete Name _____	Addresses _____
# Yrs. Acquainted _____ Occupation _____	Residence: _____
Complete Name _____	Business: _____
# Yrs. Acquainted _____ Occupation _____	Telephone #: _____

## 6. EMPLOYMENT

List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period of time, indicate by setting forth dates of unemployment.

Name and Address of Employer	Dates		Salary	Position and kind of work	Name of Supervisor	Reason for Leaving
	From	To				
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						

Name and Address of Employer	Dates		Salary	Position and kind of work	Name of Supervisor	Reason for Leaving
	From	To				
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						

## 7. MILITARY RECORD

a. Have you registered with Selective Service, if applicable?  Yes  No

b. Have you ever served on active duty in the Armed Forces of the United States?  Yes  No

Highest rank attained \_\_\_\_\_

c. Branch of military service	d. Serial Number	e. Dates of active duty: From <u>  </u> / <u>  </u> / <u>  </u> To <u>  </u> / <u>  </u> / <u>  </u> Mo Day Yr Mo Day Yr
-------------------------------	------------------	--

f. Type of discharge: \_\_\_\_\_

Date DD-214 form was recorded: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

(provide a copy of your DD-214)

h. Was any type of disciplinary action taken against you in the service?  Yes  No  
If yes, state the reason(s) and nature of action(s).

i. Have you ever been classified 1-Y (registrant qualified for military service only during time of war or national emergency)? If yes, state reason(s)

## 8. OPERATOR'S LICENSE

1. Are you a licensed motor vehicle operator?  Yes  No If yes, list the state(s) you are licensed in.

---

Driver's License Number (s) \_\_\_\_\_

2. Has your driver's license ever been suspended, revoked or denied in this or any other state?  Yes  No

If yes, explain.

## 9. COURT RECORD

a. Have you ever been arrested or charged with any violation, including traffic offenses or have you ever been arrested for past due tickets?  Yes  No (List all such matters even if you were not formally charged or there was no court appearance, including whether you were found guilty, and if the matter was settled by payment of a fine or forfeiture of bond or collateral.)

Date	Place	Charge	Disposition	Details

b. Has any member of your immediate family, i.e. spouse, brothers, sisters, or children ever been a plaintiff or defendant in any civil or criminal court action?  Yes  No If yes, give details

Name	Relation	Charge	Date	Disposition

c. Have you ever been a plaintiff or defendant in any court action (including divorce)?  Yes  No If yes, explain by furnishing dates, place, court, names of parties involved, nature of action and final disposition.

## 10. RELATIVES

Please use complete name, including middle name (no initials) and complete address.

A. Father			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
B. Mother			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
C. Child (name)			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		

D. Child (name)			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
E. Child (name)			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
F. Brother (name)			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
G. Brother (name)			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
H. Brother (name)			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
I. Sister (name)			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
J. Sister (name)			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		

K. Sister (name)			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		

Other relatives with whom you have resided for an extended period of time (indicate relation):

Name			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
Name			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
Name			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		
Name			Business (name)		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Birth Date	Telephone #		Telephone #		

## 11. APPLICANT MISCELLANEOUS DATA

1. Are there any incidents in your life not mentioned herein which may reflect on your ability to perform the duties which you may be called upon to undertake?  Yes  No If yes, please explain:

2. Are you willing to take a polygraph examination (lie detector) which is required of all applicants?  
 Yes     No    If no, explain:

3. Are there any additional remarks you would like to make?

**I hereby swear and affirm that each statement and all information in or supplementing this application (personal and physical evaluation) are complete, true and accurately recorded to the best of my knowledge. I understand that providing false, misleading, and/or incomplete information on this application is grounds for exclusion from the selection process or discharge if discovered subsequent to employment.**

---

Signature of Applicant

Date: \_\_\_\_\_