

# Application for Employment Clinton & DeKalb County Council

**POSITION APPLIED FOR: Office Manager/Bookkeeper** You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. All application materials become the property of the County Council and will not be returned. (NOTE: A separate application must be completed for each position for which you are applying.)

Background checks and criminal convictions may be conducted on the final candidate(s) for any full-time or part-time position.

<b>Position Applying For</b> Office Manager/Bookkeeper	<b>Date Applied</b>
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## PERSONAL INFORMATION

Name (Last, First, Middle Initial)			
Address (Street, City, State, Zip Code)			
Home Phone #	Cell Phone #	Work Phone #	E-mail Address
Name of someone who knows how to contact you if your address changes		Contact's Phone #	Contact's E-mail Address
How did you find out about this job opening? <input type="checkbox"/> Web Page (identify) _____ <input type="checkbox"/> Newspaper/Journal Ad (identify) _____ <input type="checkbox"/> Referral <input type="checkbox"/> Job Service <input type="checkbox"/> Other (Please Explain)			
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>			
Are you in any way related to a member of this County Council or any present employee of the University Extension? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, indicate the individual's name, relationship and department.</i>			
Minimum Acceptable Salary?		Date Available for Employment?	

## EDUCATION & SKILLS

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED if obtained.

Name & Location of School	# of yrs. Complete	Graduated		Degree & Major
College		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed:	
Other		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed:	
Other		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed:	
High School/GED		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed:	

### OFFICE/COMPUTER SKILLS You will be asked to complete a short test to confirm your ability.

- |                                              |                                            |                                           |
|----------------------------------------------|--------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Microsoft Word      | <input type="checkbox"/> Power Point       | <input type="checkbox"/> Database         |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Microsoft Excel   | <input type="checkbox"/> Ten key by touch |
| <input type="checkbox"/> QuickBooks          | <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Adobe Acrobat    |

**SKILLS/CERTIFICATIONS/PROGRAMMING LANGUAGES:** List technical or specialized skills/credentials relevant to this job, including driver's license (list type of license and name of state where issued), certifications, professional licenses, registrations held (include certification/registration number and expiration date) and knowledge of any computer programming languages or specialized software or hardware.

**EMPLOYMENT HISTORY:** List all employment including military and volunteer service *starting with the most current position held*. Show employment history for at least 10 years or from the time you left school (supplemental sheets available). Explain gaps in employment history. You may attach a resume, *but you must complete the employment section*. This information will be used in reference checks. Failure to answer all items in the following section may eliminate you from further consideration.

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ /hr or yr      Final: \$ _____ /hr or yr		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ /hr or yr      Final: \$ _____ /hr or yr		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ /hr or yr      Final: \$ _____ /hr or yr		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ /hr or yr      Final: \$ _____ /hr or yr		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

In the box below, please briefly indicate other information about your professional or academic background and career goals which could be pertinent to an employment decision.

**PLEASE READ CAREFULLY AND CHECK THE BOX** - I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or termination without notice. I agree that all rules, orders, and regulations of the Board of Curators affecting my employment shall constitute a part of my appointment or employment. I further understand that the University of Missouri has the right to review and investigate my education, previous employment, driving, and criminal records and other background data.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION** - Per Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, or status as disabled veteran or veteran of the Vietnam Era. Any person having inquiries concerning compliance with these regulations is directed to contact the County Extension Council or the Assistant Secretary of Civil Rights, U.S. Department of Education.

**PLEASE SUBMIT COMPLETED APPLICATION AND RESUME TO:**

**CLINTON/DEKALB COUNTY EXTENSION  
607 LANA DRIVE, SUITE A  
CAMERON, MO. 64429**

**OR  
CLINTONCO@MISSOURI.EDU**