

## APPLICATION FOR EMPLOYMENT

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The County considers applicants for all positions without regard to age, race, color, religion, creed, sex, national origin, marital status, disability, veteran status, gender identity, sexual orientation, or any other legally protected status. Women, veterans, and persons of color are encouraged to apply.

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(PLEASE PRINT)

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

Have you applied for a position with the County before? \_\_\_\_\_ When? \_\_\_\_\_

*Applicants for law enforcement positions and certain other positions with the County may be asked for additional identifying information for purposes of conducting a background check.*

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Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied, as described in the job description provided by the County for the position sought? Yes / No

- If you are under 18 years of age, can you provide required proof of work eligibility? Yes / No
  - Have you ever applied for employment with the County before? Yes / No  
If Yes, when? \_\_\_\_\_ For what position? \_\_\_\_\_
  - Are you currently employed? Yes / No    If Yes, may we contact your employer? Yes / No
  - Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of work eligibility will be required upon employment.) Yes / No
  - On what date would you be available to work? \_\_\_\_\_
  - Are you available to work: \_\_\_ Full -Time \_\_\_ Part-Time \_\_\_ Shift Work \_\_\_ Temporary (Explain)
  - Are you currently on "lay-off" status and subject to recall? Yes / No
  - Do you have a valid driver's license? Yes / No (If Yes, what state? \_\_\_\_\_)    Valid CDL? Yes / No
  - Are you related to anyone who works for the County? Yes/No    If yes, who (describe relationship)
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- The term "convicted" for purposes of this application includes a conviction following a trial, a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor.

Have you ever been convicted of a felony or a misdemeanor? Yes / No

(Conviction will not necessarily disqualify an applicant from employment.)

If Yes, please explain: \_\_\_\_\_

If you are a military veteran, please provide information regarding your military service, including a DD 214 when applicable: \_\_\_\_\_  
\_\_\_\_\_

For purposes of the following questions, the term “fired” means firing from employment, termination of employment, discharge from employment, or any involuntary separation from employment, and the term “quit” means a resignation from employment, a failure to return to work, or any voluntary separation from employment.

- Have you ever been fired? Yes / No
- Have you ever been asked to quit? Yes / No
- Have you ever quit after being told that you would be fired if you did not quit? Yes / No
- Have you ever quit after being advised that disciplinary action would be taken against you? Yes / No
- Have you ever quit after disciplinary action was taken against you? Yes / No

If you answered “yes” to any of the preceding questions, you must provide detailed information on a separate page.

For purposes of the following questions, the term “disciplinary action” means any action adverse taken by the employer against the employee for reasons relating to conduct or performance and the term includes, but is not limited to, counseling, verbal warnings, written warnings, verbal reprimands, written reprimands, paid suspensions, unpaid suspensions, days of reflection, and involuntary separation from employment.

- Have any of your previous employers ever taken any disciplinary action against you? Yes / No
- Have you ever been ordered, directed, or required to pay money to your employer as a part of disciplinary action that was taken against you? Yes / No
- Have you ever been ordered, directed, or required to return property to your employer as a part of disciplinary action that was taken against you? Yes / No

If you answered “yes” to any of the preceding questions, you must provide detailed information on a separate page.

For the purposes of the following questions, the term “theft” means taking, possessing, or controlling property belonging to an entity (such as a company, partnership, or sole proprietorship) or belonging to another person without the right or authorization to do so.

“Theft” includes, but is not limited to: thefts of cash (currency and coin), thefts of checks, thefts of funds (by wire transfer or otherwise), misuse or unauthorized use of credit/debit cards, thefts of property, misuse or unauthorized use of accounts or allowances (clothing, mileage, meals, etc.), thefts of time (timekeeping abuse, improper use of leaves of absence, employer time spent on non-employer related matters, etc.), and thefts of service (use of the employer’s property to perform unauthorized work).

- I. Have you ever committed an act of theft that did involve your place of employment? Yes / No

If your answer was “yes”, you must answer the following questions:

- > Was the act reported to or identified by the employer? Yes / No
- > Did the employer take any disciplinary action against you? Yes / No
- > Did the employer report this action to law enforcement? Yes / No
- > Did you pay any money or transfer any property to the employer as a result of your act? Yes / No

- II. Have you ever committed an act of theft that did not involve your place of employment? Yes / No

If your answer was “yes”, you must answer the following questions:

- Was that act reported to or identified by the victim? Yes / No
- Did the victim report this action to law enforcement? Yes / No
- Did you pay any money or transfer any property to the victim as a result of your act? Yes / No

**EDUCATION**

High School Attended: \_\_\_\_\_ County/State \_\_\_\_\_

Highest Grade Completed: \_\_\_\_\_ Diploma or GED acquired? Yes / No

Post-secondary Institution/ Undergraduate College or University: \_\_\_\_\_

County/State \_\_\_\_\_ Course of Study: \_\_\_\_\_

# Years Attended: \_\_\_\_\_ Degree/Certificate: \_\_\_\_\_

Graduate Study Institution: \_\_\_\_\_ County/State \_\_\_\_\_

Course of Study: \_\_\_\_\_ Degree: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

**SKILLS & QUALIFICATIONS**

List any foreign language(s) you're able to speak, read or write fluently: \_\_\_\_\_

Describe any specialized training, apprenticeship, skills, job-related military training, extra-curricular and volunteer activities you have:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any specialized skills you have in operating general office equipment, including computer software experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any additional information you feel may be helpful in considering your application, including any additional licensures or training in the operation of specific equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

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

Address \_\_\_\_\_ Relationship \_\_\_\_\_

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

Address \_\_\_\_\_ Relationship \_\_\_\_\_

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

Address \_\_\_\_\_ Relationship \_\_\_\_\_

## EMPLOYMENT HISTORY

*Please start with your most recent employer and include an explanation of all gaps in time of employment. Use additional pages if necessary.*

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor/Department \_\_\_\_\_ Full Time/Part Time/Temporary? \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor/Department \_\_\_\_\_ Full Time/Part Time/Temporary? \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Supervisor/Department \_\_\_\_\_ Full Time/Part Time/Temporary? \_\_\_\_\_

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Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor/Department \_\_\_\_\_ Full Time/Part Time/Temporary? \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor/Department \_\_\_\_\_ Full Time/Part Time/Temporary? \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

*APPLICANT MAY INCLUDE ADDITIONAL INFORMATION WITH THIS APPLICATION*

*If you provide false, inaccurate, or incomplete information in this application form or in any interview or if you fail to disclose information requested in this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.*

**ACKNOWLEDGMENT**

By submitting this application, I certify that this information is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentations. I am aware that all statements submitted on this application are subject to investigation and verification. I authorize the persons, schools, agencies, employers, and other organizations named in this application to provide information requested by the County in its processing of this application. I agree to provide the County with any appropriate release or waivers that are requested by these other entities.

I understand that any false, inaccurate, or incomplete information in this application or in any subsequent interview, or a failure to disclose information requested in this application or in an interview will remove me from eligibility for employment with the County, and, if I am hired, such false, inaccurate, or incomplete information may subject me to immediate termination at any time of discovery by the County.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICANT ACKNOWLEDGEMENT**

In applying for employment, I want the County to be fully informed of my previous record and I hereby authorize the County to investigate my background and to obtain any and all information which may concern me. I hereby release all persons, educational institutions, companies, law enforcement agencies, and other organizations or employers from any liability on account of furnishing such information.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the Employer discovers the violation of its policy regarding application form dishonesty.

**I certify that answers given herein are true and complete to the best of my knowledge.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application received on \_\_\_\_\_ Application received by \_\_\_\_\_

Application meets or exceeds minimum qualifications for position \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, explain deficiencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# HANCOCK COUNTY

## JOB DESCRIPTION

<b>Title:</b>	<b>Maintenance Director</b>	<b>Department:</b>	<b>Maintenance</b>
<b>Date:</b>	<b>July 12, 2022</b>		
<b>FLSA:</b>	<b>Exempt</b>	<b>Reports To:</b>	<b>Supervisors and County Auditor</b>

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### PURPOSE OF POSITION

Maintains the Courthouse, law enforcement center, health services building and associated grounds and related facilities according to the desired standards regarding general appearance, cleanliness and operational efficiency; operates and maintains boiler system and peripheral equipment used in heating and cooling building; supervises and performs skilled trades work in such areas as plumbing, electrical repair, painting and carpentry.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Keeps premises of courthouse, law enforcement center, health services building in clear and orderly condition by sweeping, mopping, scrubbing, vacuuming and waxing floors, cleaning bathrooms, windows, hallways, stairs and office space, shampooing rugs and carpets; removing trash and related debris.

Tends boiler, furnace and related equipment used to heat and cool the building; regulates flow of fuel and performs operating tests as recommended; follows a program of preventative maintenance by observing water condition, adding chemicals and making minor system repairs.

Installs, removes and maintains window air conditioners in courthouse during spring and fall; inspect, clean, grease, oil heating and cooling units regularly.

Maintains building, performing standard painting, plumbing, electrical wiring and related maintenance activities using hand and power tools; replaces filters, light bulbs, ballast's, switches, toilet handles, valves and gasket, traps, pipes etc.; installs computer cables as needed.

Notifies management concerning need for major repairs or additions; makes cost estimates of materials, equipment and labor required to complete project; contacts contractors and secures bids for projects; consults with supervisors to determine best bid; follows through to ensure that project is completed per requirements.

Mows lawn, trims shrubbery using hand and power tools; plants flowers, pulls and sprays weeds.

Removes snow from sidewalks, parking lots and related premises using end loader, tractor, motor vehicle and hand tools; applies ice and snow melt. These duties apply on weekends and after-hours for first responder access and to be completed prior to public opening of county buildings.

Responds to inquiries or complaints from County Officials and the public relating to services provided; investigates actual or potentially dangerous conditions and takes action to correct those conditions within individual's knowledge.

Moves election machines, furniture, file cabinets and desks; stores paper products, license plates, unused and obsolete items and fixtures.

Provides supervision and coordination to custodian(s), community service youth program workers and others; determines work assignments for jail inmates and community service workers and follows through to ensure work is completed per standards.

Picks up and delivers mail to the Post Office; distributes mail at Courthouse.

Purchases cleaning supplies, equipment, paper products, lawn care products and equipment; maintenance supplies and parts from vendors.

Collects recycling materials (paper, cardboard etc.); bundles cardboard for pickup and shreds paper for use by employees and the public.

Position is a 40 hour, 5-day work week with Saturday and Sunday walkthrough of Courthouse and law enforcement center to ensure no maintenance issues are present, and on call for all periods unless excused for emergency situations.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Three years of experience in the maintenance of commercial or residential buildings and premises which included the operation of boilers and related heating and cooling equipment; and responsibility for general trades repair work. Valid Iowa motor vehicle operator's license, CDL preferred but not required.

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

Work involves frequent activity walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), lifting and moving heavy objects such as desks, election machines, containers weighing 50 lbs. or more, boxes, cleaning equipment, supplies and materials using fingers, hands, feet, legs and torso in providing various custodial and maintenance services. Able to operate motor vehicle, end loader and small engine equipment used in mowing lawns, removing snow, cutting branches, trees. Skill in the operation of hand and power tools used in maintenance/repair including saws, drills, grinders, wrenches, chisels, squares and related measuring devices.

### **Cognitive Demands**

Requires the capacity to set up, adjust and operate machines and equipment to perform work functions; move, guide or place objects (saws) or materials where precise standards are involved, starting, controlling, adjusting and stopping machines or equipment; lifting, handling, guiding or carrying objects or materials in such tasks as mowing, equipment maintenance and repair functions. Requires eye/hand/foot coordination, finger and hand dexterity to respond to visual stimuli, follow oral, written or diagrammatic instructions. Proficient in the operation of commercial boiler systems and components; trades areas of painting, carpentry, electrical repair, plumbing repair; knowledgeable of building trades codes and applicability to facilities and premises; knowledgeable of the general principles of housekeeping, environmental sanitation; knowledgeable of the location and condition of pipes, electrical wiring and equipment used in building maintenance; able to read and interpret blueprints, diagrams and schematics.

### **Language Ability & Interpersonal Communication**

Capacity to understand the meanings of words in oral or written form such as work instructions, operating manual procedures; determine or interpret work assignments to other workers, assign duties and assist in work problems; speak coherently with officials, the public and others in receiving and conveying basic program information. Capacity to read two/three syllable words and compare similarities and differences between words, numbers and related references. Complete forms, purchase orders and related documents.

### **Environmental Adaptability**

Both inside and outside work depending on the season of year or work priorities. Exposed to noise, dusts, shock from electrical current, burns from chemicals and cleaning agents, strains from improper lifting, loss of limb if careless with equipment operation and related occupational hazards.