

Clerk/Field Appraiser: Full-time position available with the County Assessor's Office. Responsible for discovering, listing, and valuing property under the supervision of the County Assessor. Completes real estate assessments/appraisals on existing property, remodeled property, and new construction including all the components related to the premises for residential and agricultural properties. General office duties include assisting the public with property assessment information and property tax credit/exemption applications and providing administrative and clerical support to the Assessor's Office. Qualifications include a knowledge of Microsoft Office, strong mathematical and communications skills, and a valid driver's license. Post high school education or experience in customer service, real estate, or property appraisal is preferred.

Starting hourly wage of \$18.50 - \$20.50/hr. based on the individual candidate's experience and qualifications, plus full benefit package including IPERS.

Application and complete job description are available in person at:

Cerro Gordo County Administrative Services Office
First Floor – Courthouse
220 North Washington Avenue
Mason City, IA 50401

By visiting our website at www.cgcounty.org
Or requested via email by contacting: hr@cgcounty.org

Applications will be accepted until 4:30 P.M on May 20, 2022, or until filled. Pre-employment physical and drug screen required. The County Assessor's Office is an EOE.

Posted: April 19, 2022

CERRO GORDO COUNTY, IOWA

JOB POSTING DESCRIPTION

Position Title: Field Appraiser/Clerk
Department: County Assessor
Location: Cerro Gordo County Courthouse, 220 N Washington Ave, Mason City, IA
Job Type: Full-time / Monday-Friday 8:00 AM – 4:30 PM
Closing: May 20, 2022, 4:30 PM
Salary Range: \$18.50 - \$20.50/hr. based on qualifications, plus full benefit package including IPERS

SUMMARY DESCRIPTION:

Under general supervision, performs real estate appraisals on existing, remodeled property or new construction including evaluation of all the components related to the premises on residential and agricultural properties. Provides business office administrative and clerical support to the Assessor's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate common office equipment such as calculators, photocopiers, scanners, printers, and multi-line telephones.
- Use a computer for the purposes of data entry, spreadsheets, word processing, email, and Internet.
- Assist the public and/or professionals at the counter, by telephone, email, or mail. Provide information for public as allowed by law. Help the public in a timely, efficient, and competent manner.
- Learn, apply, and articulate applicable laws, departmental policies, and procedures.
- Learn and understand the basic principles of real estate, Iowa laws and rules pertaining to the assessment of real estate.
- Learn and understand how taxes are calculated using rollback and levy rates and be able to explain this effectively to taxpayers.
- Learn and understand the different types of property ownership and conveyances.
- Learn and understand the different types of legal description and be able to identify property by reading a legal description.
- Learn the parcel numbering system and how the number derives from a plat map.
- Be able to explain market value, assessment and appeal dates, assessment and property tax timeline, and which credits and exemptions the property owner may qualify for.
- Maintain confidentiality and security of documents and information as appropriate.
- Provide customer service that is professional, courteous, and responsive.
- Sort, organize, scan and file records.
- Assist the public with the completion of property tax credit and exemption forms.
- Assist with reviewing Homestead Credit applications, Disabled Veterans Homestead Credit applications, Military Credit applications, Business Property Tax Credit applications and Family Farm Tax Credit applications annually and make recommendations for allowance and disallowance.
- Assist with the property appraisal process both in the office and in the field as required.
- Review Pictometry oblique imagery and street-level panoramic imagery for physical changes to real property.
- Draw, sketch and enter information on paper records in the field to be later entered in the CAMA program.
- Update property changes in CAMA software including sketching, listing, and valuing real property.
- Compute property values using the Iowa Real Property Appraisal Manual and VCS Camavision program.
- Make accurate mathematical calculations and utilize formulas to establish values.
- Handle moderate levels of stress, meet deadlines, and solve problems appropriate to the position.
- Organize and prioritize multiple tasks.

- Organize and present information and ideas clearly and concisely, in oral and written form.
- Follow oral and written instructions.
- Work flexible schedule with occasional evenings as needed.
- Assists with preparation of informal and Board of Review appeals.
- Assist with special projects in the office.
- Attend schools, conferences and seminars as required by the Assessor.
- Always maintain a professional attitude and appearance while representing the office.
- Refrain from activities that would have an adverse effect on the public opinion or general effectiveness of the Assessor's office.
- Maintain good communication and working relationships with coworkers, supervisors, other departments, and the public. Conduct business with other offices in the courthouse in a congenial and businesslike manner.
- Answer questions from or give responses to the media only as directed by the Assessor.
- All other duties as assigned by the County Assessor.

SUPERVISORY RESPONSIBILITIES:

- None

ACCEPTABLE TRAINING & EXPERIENCE:

- High school diploma or GED is required.
- Experience with Microsoft Office programs, including but not limited to Outlook, Excel, and Word is required.
- Previous real estate valuation training, experience with real estate terminology, legal descriptions, above-average math, and computer skills is preferred.
- A college degree is preferred.

REQUIRED SPECIAL QUALIFICATIONS:

- Attend Basic Assessment School from the Iowa Department of Revenue within 1 year of hiring.
- Maintain a valid Iowa driver's license.
- Drive personal vehicle to perform site reviews, property appraisals, and out-of-county trainings.

ESSENTIAL PHYSICAL ABILITIES:

- Have sufficient vision which permits production and review of a wide variety of materials both in electronic and hardcopy forms.
- Have sufficient manual dexterity to make handwritten notations and which permits moderate use of a keyboard and mouse.
- Have clarity of speech, writing and hearing which permit effective communication.
- Have sufficient personal mobility to complete field work at various locations and attend meetings at various county facilities and other locations.
- Ability to use and read a tape measure.
- Work outdoors in different terrains in all weather conditions.
- Sit, stand, walk, climb, balance, stoop, kneel, crouch, crawl, squat, bend, twist, and reach.
- Push, pull, lift and/or carry up to 25 pounds.

Notice: The County Assessor retains the right to revise the job description from time to time without prior notice.

The County Assessor's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Assessor's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Cerro Gordo County is subject to and has adopted a policy in compliance with the 2008 Smokefree Air Act.

**Cerro Gordo County
APPLICATION FOR EMPLOYMENT**

AN EQUAL OPPORTUNITY EMPLOYER



MAIL APPLICATIONS TO:

Administrative Services Department
Cerro Gordo County
220 North Washington Avenue
Mason City, IA 50401-3254

OR EMAIL AS A PDF TO: hr@cgcounty.org
For Questions, phone (641) 421-3075

INSTRUCTIONS:

To be filled out by the applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability.

- Incomplete applications MAY NOT BE CONSIDERED.
- If resume is submitted, DO NOT write "see resume."
- DATE and SIGN this application.
- Please list a minimum of three years' prior experience and education.
- Please complete this application in blue or black ink, or type.
- You are not required to furnish any information which is prohibited by federal, state or local law.

TITLE OF POSITION YOU ARE APPLYING FOR:

Clerk-Field Appraiser

(April 2022)

DEPARTMENT:

Assessor

- | | | |
|---------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Student Intern |
| <input type="checkbox"/> Grant Funded | <input type="checkbox"/> Co-op | <input type="checkbox"/> Temporary/Limited Term Employment |

TODAY'S DATE:

Name:

Home Phone:

() -

Business Phone:

() -

Can we contact you at this number?

☐ yes ☐ no

If yes, list hours:

(Last) (First) (M.I.)

Current Address:

(Street)

(Apt.#)

When will you be available for employment?

(City) (State) (Zip Code)

Permanent Address: (if different than current address)

(Street)

(Apt.#)

Email Address:

Can we contact you here?

☐ yes ☐ no

(City)

(State)

(Zip Code)

Are you a U.S. Citizen? ☐ yes ☐ no

Are you legally eligible for employment in the United States? ☐ yes ☐ no

Are you at least 18 years of age? ☐ yes ☐ no

Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and have a valid work permit.

Have you ever been employed by Cerro Gordo County? ☐ yes ☐ no

If yes: when, in what position, and in what department? _____

Cerro Gordo County prohibits employment of an individual if he/she would be directly supervised or receiving direct supervision from a family member.

List any relatives employed by Cerro Gordo County or serving as elected or appointed officials:

Do you possess a valid Drivers License?

☐ yes ☐ no

Do you possess a valid Commercial Driver's License?

☐ yes ☐ no

Type/class: _____

Do you possess any other license?

☐ yes ☐ no

Type: _____

If you are applying for a job where you need to drive your car while on County business, can you make arrangements to meet the County's minimum liability insurance requirements on your vehicle (#100,000 each person bodily injury; \$300,000 each accident bodily injury; \$100,000 property damage liability)? ☐ yes ☐ no

Applicant name: _____

Please list **ALL** instances in which you were convicted as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations, traffic violations, founded child or dependent adult abuse and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment.

Please explain below (you may attach another sheet if necessary). *Approximate* dates may be listed.

Date	Location	Charge	Court	Disposition of Case

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

Did you graduate from high school? ☐ yes ☐ no

Name of school: _____

Location of school: _____

If no, have you passed a high school equivalency or GED test? ☐ yes ☐ no

Training beyond high school:

College or university, technical, nursing, business college or other schools you have attended.

College, university or school – name, location and phone number	Presently attending	Major field	Type of degree received	Credits earned	GPA

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, law enforcement academy, in-service training. Please provide dates.:

Special skills & qualifications - this information must be provided if you are applying for a position requiring these skills:

Experience transcribing mechanically-recorded material? ☐ yes ☐ no

Typing speed (if known): _____ WPM

Experience using a 10-key adding machine? ☐ yes _____ KPM ☐ no

List any additional office equipment which you can operate skillfully: _____

List all computer software which you can operate skillfully: _____

Foreign language (spoken or read with proficiency): ☐ French ☐ German ☐ Spanish ☐ Other _____

Are you a certified Law Enforcement Officer? ☐ yes ☐ no

Date certified: _____ State certified by: _____

List any memberships in professional or technical associations: _____

List any current license or registration as a member of a trade or profession: _____

Applicant name: _____

IMPORTANT: You must complete the employment section of this application. Please list a minimum of prior three years' experience and education. Use a separate sheet of paper for additional employers. You may attach a resume to further explain your qualifications.

EMPLOYMENT SECTION: (Please start with your most recent position – include military service)

From (month & year):	Title of your PRESENT/MOST RECENT position:		PRIMARY DUTIES: _____
To (month & year):	Employer's Name (Company Name):	Phone Number:	
Hours each week:	Address:		
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		
Starting salary (indicate yearly, monthly, or hourly):	If currently employed, may we contact the employer? <input type="checkbox"/> yes <input type="checkbox"/> no, not at this time	Reason for leaving or considering change:	
Present salary (indicate yearly, monthly, or hourly):	Number of employees you supervise:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	

From (month & year):	Title of your PRESENT/MOST RECENT position:		PRIMARY DUTIES: _____
To (month & year):	Employer's Name (Company Name):	Phone Number:	
Hours each week:	Address:		
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		
Starting salary (indicate yearly, monthly, or hourly):	If currently employed, may we contact the employer? <input type="checkbox"/> yes <input type="checkbox"/> no, not at this time	Reason for leaving or considering change:	
Present salary (indicate yearly, monthly, or hourly):	Number of employees you supervise:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	

From (month & year):	Title of your PRESENT/MOST RECENT position:		PRIMARY DUTIES: _____
To (month & year):	Employer's Name (Company Name):	Phone Number:	
Hours each week:	Address:		
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		
Starting salary (indicate yearly, monthly, or hourly):	If currently employed, may we contact the employer? <input type="checkbox"/> yes <input type="checkbox"/> no, not at this time	Reason for leaving or considering change:	
Present salary (indicate yearly, monthly, or hourly):	Number of employees you supervise:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	

Applicant name: _____

OTHER EXPERIENCE					
(Include volunteer experience, internships, and/or jobs, not included in the employment section.)					
Company Name/Location	Job Title	Dates Employed (month/year)		Annual Salary	Full or part-time
		From:	To:		
		From:	To:		

Please explain any gaps in employment: _____

Are you currently **unemployed**? ☐ no ☐ yes, since: _____

Are or were you eligible for Unemployment Compensation? ☐ no ☐ yes, please list dates: _____

REFERENCES		
Work or education related (e.g. former employers, supervisors, co-workers)		
NAME/ADDRESS/TELEPHONE	OCCUPATION	NATURE OF RELATIONSHIP
1.		
2.		
3.		
4.		
5.		

Applications for employment with Cerro Gordo County are considered a **public record** under Iowa Code Chapter 22. Please check here ☐ if **you wish your application to be kept confidential.**

Applicant name: _____

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask a Human Resources representative prior to initialing and signing the application. Your initials and signature verify that you have read, understood and agreed to abide by these statements.

Initial:

_____ I authorize any person contacted to provide Cerro Gordo County any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by Cerro Gordo County to request employment records from my present and/or former employer(s). I release and hold harmless Cerro Gordo County, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

_____ I understand that after receiving a conditional offer of employment I will be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with Cerro Gordo County. I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam at a location selected by Cerro Gordo County, and consent to the release of the test results to Cerro Gordo County. I hereby release and hold harmless Cerro Gordo County, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or pre-employment exam and decisions concerning employment based upon the results of the tests.

_____ I authorize Cerro Gordo County, its officers, agents, and employees to conduct a background criminal and abuse check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless Cerro Gordo County, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by Cerro Gordo County only if it substantially relates to the position applied for.

_____ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, Cerro Gordo County reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

_____ I agree to use such personal protective equipment and devices as may be required by Cerro Gordo County and to comply with safety rules and requirements. In addition, I understand that Cerro Gordo County maintains a workplace free from drugs, smoking, harassment and violence.

_____ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of Cerro Gordo County has the authority to make any assurances to the contrary.

_____ I have read and understand the job description for the position I am applying for.

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Cerro Gordo County is committed to the equality of opportunity for all people. It is the policy of Cerro Gordo County to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's Signature

Date

REFERENCE RELEASE FORM

**Personnel Department
Cerro Gordo County
220 North Washington Avenue
Mason City, IA 50401-3254**

NOTE TO APPLICANT: Please complete the top half of this form for each employer. LEAVE ATTACHED TO THE APPLICATION. (Your current employer will not be contacted unless you have given us authorization in the employment section of the Application.)

TO WHOM IT MAY CONCERN: The below named applicant is being considered for employment with Cerro Gordo County and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence. Thank you for your assistance.

Former employer: _____

Applicant name: _____

Social Security No.: _____ Dates Employed: _____

Applicant's Authorization

I consent to and authorize any person contacted to provide Cerro Gordo County any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I release and hold harmless Cerro Gordo County, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

Applicant's Signature

Date

Record of Employment

Position held: _____

Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire? ☐ yes ☐ no

Please rate the following:	Excellent	Good	Average	Fair	Poor
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drug Testing Results per Federal DOT Requirements: _____

Was this person ever warned/disciplined for any of the following occurrences:

Attendance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Harassment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Performance problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Violent behavior	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inability to get along with others	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inappropriate use or possession of alcohol	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety violations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inappropriate use or possession of a drug	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: _____

Signature

Title

Date

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Cerro Gordo County
220 North Washington Avenue
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Applicant's Signature

Date

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Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire? ☐ yes ☐ no

Please rate the following:	Excellent	Good	Average	Fair	Poor
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drug Testing Results per Federal DOT Requirements: _____

Was this person ever warned/disciplined for any of the following occurrences:

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Performance problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Violent behavior	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inability to get along with others	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inappropriate use or possession of alcohol	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety violations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inappropriate use or possession of a drug	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: _____

Signature

Title

Date

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Applicant name: _____

Social Security No.: _____ Dates Employed: _____

Applicant's Authorization

I consent to and authorize any person contacted to provide Cerro Gordo County any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I release and hold harmless Cerro Gordo County, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

Applicant's Signature

Date

Record of Employment

Position held: _____

Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire? ☐ yes ☐ no

Please rate the following:	Excellent	Good	Average	Fair	Poor
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drug Testing Results per Federal DOT Requirements: _____

Was this person ever warned/disciplined for any of the following occurrences:

Attendance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Harassment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Performance problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Violent behavior	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inability to get along with others	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inappropriate use or possession of alcohol	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety violations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inappropriate use or possession of a drug	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: _____

Signature

Title

Date

**CERRO GORDO COUNTY – PERSONNEL DEPARTMENT
VOLUNTARY APPLICANT TRACKING & RECRUITMENT INFORMATION**

Completion of information below is voluntary and not a part of your application for employment and will stay separate from the application. Your answers will neither help nor hinder your chance for County employment. We ask your cooperation in providing us with the following information to help us assess our recruiting effort as well as to monitor the progress of the County's Affirmative Action efforts.

PLEASE PRINT OR TYPE

1. NAME: _____
Last First M.I.

2. ADDRESS: _____

3. POSITION(S) APPLYING FOR: _____

4. RACIAL GROUP:

How do you describe yourself in terms of the following groups?

- _____ A. **White, not of Hispanic origin** – Peoples having origins in any of the original peoples of Europe, North Africa, or the Middle East
- _____ B. **Black or African American, not of Hispanic origin** – Peoples having origins in any of the black racial groups of Africa.
- _____ C. **Asian** – Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, and the Philippine Islands.
- _____ D. **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- _____ E. **Hispanic or Latino (all races)** – Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Portuguese individuals should be excluded from this category and classified according to race.
- _____ F. **Hispanic or Latino (white race only)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the white race.
- _____ G. **Hispanic or Latino (all other races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than white.
- _____ H. **American Indian or Alaskan Native** – A person with origins in any of the original peoples of North America and South America (including Central America) who maintains cultural identification through tribal affiliation or has community attachment.
- _____ I. **Race Missing or Unknown** – Applies to applicants only when a resume or application that is screened is received with no racial or ethnic identification, and no further contact is made with the applicant.

5. GENDER: ☐ Male ☐ Female

6. RECRUITMENT:

How did you hear about the job in which you are most interested? (Check one only.)

- _____ A. Mason City Globe-Gazette
- _____ B. Another Newspaper (which one: _____)
- _____ C. Professional Publication (which one: _____)
- _____ D. Bulletin Board (where: _____)
- _____ E. Word of Mouth (who: _____)
- _____ F. Internet (which website: _____)
- _____ G. Other (explain: _____)

7. VETERAN STATUS: (Please check one)

- _____ A. Veteran – branch of service: _____ and years: _____
Type of discharge: _____
- _____ B. Active Reserves
- _____ C. None

SPECIAL NOTICE TO VIETNAM ERA VETERANS, DISABLED VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL DISABILITIES:

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and qualified persons with a disability under the Americans with Disability Act (ADA).

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential and refusal to provide this information will not adversely affect your consideration for employment.

☐ Vietnam Era Veteran

☐ Disabled Veteran

☐ Handicapped or Disabled Individual