

# CITY OF RUNNELLS, IOWA

## APPLICATION FOR EMPLOYMENT

PLEASE TYPE OR PRINT

NAME (LAST, FIRST, MIDDLE) _____		DATE ____/____/____	
ADDRESS _____			
Apt. # _____	Street _____	City _____	State _____ Zip _____

HOME PHONE ( ) _____ - _____	BEST TIME TO CALL _____
WORK PHONE ( ) _____ - _____	MAY WE CALL? <input type="checkbox"/> NO <input type="checkbox"/> YES BEST TIME TO CALL _____
SOCIAL SECURITY NUMBER _____ - _____ - _____	ARE YOU 18 YEARS OF AGE OR OLDER? <input type="checkbox"/> NO <input type="checkbox"/> YES
HAVE YOU FILED AN APPLICATION HERE BEFORE? <input type="checkbox"/> NO <input type="checkbox"/> YES	IF SO, MONTH _____ YEAR _____
HAVE YOU BEEN EMPLOYED HERE BEFORE? <input type="checkbox"/> NO <input type="checkbox"/> YES	IF SO, WHEN? ____/____ through ____/____
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES OF AMERICA? <input type="checkbox"/> NO <input type="checkbox"/> YES	

POSITION APPLYING FOR _____
WHAT SKILLS DO YOU HAVE RELATED TO THIS POSITION? _____
WHAT EXPERIENCE DO YOU HAVE AT THIS OR A SIMILAR JOB? _____
WHAT CERTIFICATES, LICENSES OR AWARDS DO YOU HAVE? _____
WHAT OTHER SKILLS/INTERESTS DO YOU HAVE? ANY MAJOR ACCOMPLISHMENTS? _____

SCHOOL	NAME OF SCHOOL	LOCATION (CITY, STATE)	YEARS ATTENDED	FIELD(S) OF STUDY	DATE OF GRADUATION
HIGH SCHOOL/ G.E.D.					
JR. COLLEGE/ TRADE					
COLLEGE/UNIV.					
GRAD. SCHOOL					
OTHER					
OTHER					

It is the policy of the City of Runnells, Iowa, to seek and employ the best qualified personnel available for all its job openings and to train and promote its employees in a manner which will not discriminate against any person because of race, color, religion, sex, age, national origin, handicap, veteran status, or violation of any applicable laws or regulations.

**THE CITY OF RUNNELLS IS AN EQUAL OPPORTUNITY EMPLOYER**

LAST (CURRENT) EMPLOYER \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_)\_\_\_\_-\_\_\_\_  
 JOB TITLE \_\_\_\_\_ HOURLY SALARY: START \$\_\_\_\_ END (CURRENT) \$\_\_\_\_  
 REASON(S) FOR LEAVING \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
 LIST DUTIES, EQUIPMENT USED, AND ANY MAJOR ACCOMPLISHMENTS YOU MADE \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYER \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_)\_\_\_\_-\_\_\_\_  
 JOB TITLE \_\_\_\_\_ HOURLY SALARY: START \$\_\_\_\_ END \$\_\_\_\_  
 REASON(S) FOR LEAVING \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
 LIST DUTIES, EQUIPMENT USED, AND ANY MAJOR ACCOMPLISHMENTS YOU MADE \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYER \_\_\_\_\_ FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_)\_\_\_\_-\_\_\_\_  
 JOB TITLE \_\_\_\_\_ HOURLY SALARY: START \$\_\_\_\_ END \$\_\_\_\_  
 REASON(S) FOR LEAVING \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
 LIST DUTIES, EQUIPMENT USED, AND ANY MAJOR ACCOMPLISHMENTS YOU MADE \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE FEEL FREE TO ATTACH ANY ADDITIONAL EMPLOYMENT INFORMATION USING THE SAME FORMAT AS ABOVE. BE SURE TO INCLUDE ANY MILITARY INFORMATION THAT MAY BE APPLICABLE.**

REFERENCE NAME	RELATIONSHIP	YEARS KNOWN	ADDRESS	PHONE

The information I have provided on this application and any attached documents is accurate and true. I understand that any falsification or misrepresentation of any information I may provide may be sufficient grounds for the City to reject this application or to separate me from employment if the information is discovered after I am hired.

By signing below, I also allow the City of Runnells to conduct a criminal background check and also to contact any references or past employers. In doing so, I agree to hold harmless the City of Runnells, or any person, organization, or past employer because of any information provided. I also understand that before I am hired, I must pass a physical which includes a drug screen test.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date