



APPLICATION FOR EMPLOYMENT

Name _____

Date _____

Position _____

APPLICATION FOR EMPLOYMENT

DATE: _____ POSITION APPLIED FOR: _____

Referred By: _____ Date Available for Work: _____

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. If an item does not apply to your situation, mark N/A. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record with this company. Keep this in mind as you complete it. Special Note: You are not required to supply any information that is prohibited by Federal, State or Local Law. We are an Equal Opportunity Employer. This company does not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age, marital status, or disability. You may request assistance in completing this application.

PERSONAL

Name _____ Telephone Number: () _____
First M.I. Last

Street _____ Box _____ City _____ ST _____ Zip _____

Previous Address _____ Social Security Number _____

If younger than 18, state age here _____ Are you legally entitled to work in the United States?* yes _____ no _____

Have you ever been convicted of a felony? _____ If yes, explain: _____

Answer these for all positions requiring the use of a vehicle:

Have you ever been convicted of a moving traffic violation? yes _____ no _____ If yes, list all here: _____

Have your driving privileges ever been revoked or suspended? yes _____ no _____ If yes, list all here _____

Do you have a Commercial driving license? yes _____ no _____

*Compliance with 1-9 requirements is mandatory, upon employment.

EDUCATION

High School (Name and Address) _____

Did you graduate? _____ If no, last grade completed _____ G.E.D. Obtained? _____ Grade Average _____

Colleges (Name and Address) _____

Colleges (Name and Address) _____

Did you graduate? _____ If no, number of hours completed _____ Grade Point Average _____ Degree _____

Major _____ Minor _____ If attending, date of graduation _____

Other Education _____

Awards, Honors, Leadership Roles: _____

MILITARY _____ not applicable

List service in U.S. Military: From _____ to _____ Branch _____

Rank at Discharge _____ Military experience that may be applicable: _____

GENERAL EMPLOYMENT INFORMATION

- 1. List here all of the equipment with which you have experience and training. (Examples: lathe, grinder, forklift, typewriter, adding machine, computers, calculators, etc.): _____
- 2. Were you previously employed by this company? _____ If yes, when _____ to _____
- 3. Are you willing to relocate? _____ If yes, state location preferred _____
- 4. Salary Expected _____ hour _____ or week _____. Number of hours available per week? _____ No preference _____
- 5. Type of Employment sought: _____ regular time _____ part time _____ temporary _____ seasonal _____ as needed
- 6. Which of these times are you available: Days: _____yes _____no Nights: _____yes _____no Weekends: _____yes _____no Holidays: _____yes _____no

7. Indicate hours you are available to work on the following days (or check Anytime, if you have no restrictions)
- | | | | | | | |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ |
| _____ Anytime | _____ Anytime | _____ Anytime | _____ Anytime | _____ Anytime | _____ Anytime | _____ Anytime |
8. List names of relatives currently in the employ of this company: _____
9. Are you able and willing to perform the essential functions of the job for which you are applying, including travel, if necessary? _____ yes _____ no _____ don't know
- *If no, indicate reason: _____ need different hours _____ need different days _____ need more training, Other, (explain) _____

EXPERIENCE

List below all present and past employment, beginning with your most recent employer

1. Employer _____ Starting Salary _____ per hour or week?
 Address _____ Last Salary _____ per hour or week?
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: ___ Quit ___ Discharge ___ Retired
 Dates Employed _____ to _____ Lay off _____ Why? _____
 For Job Reference, call _____ at _____
 ___ Please do not contact this employer. Why not? _____

2. Employer _____ Starting Salary _____ per hour or week?
 Address _____ Last Salary _____ per hour or week?
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: ___ Quit ___ Discharge ___ Retired
 Dates Employed _____ to _____ Lay off _____ Why? _____
 For Job Reference, call _____ at _____
 ___ Please do not contact this employer. Why not? _____

3. Employer _____ Starting Salary _____ per hour or week?
 Address _____ Last Salary _____ per hour or week?
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: ___ Quit ___ Discharge ___ Retired
 Dates Employed _____ to _____ Lay off _____ Why? _____
 For Job Reference, call _____ at _____
 ___ Please do not contact this employer. Why not? _____

4. Employer _____ Starting Salary _____ per hour or week?
 Address _____ Last Salary _____ per hour or week?
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: ___ Quit ___ Discharge ___ Retired
 Dates Employed _____ to _____ Lay off _____ Why? _____
 For Job Reference, call _____ at _____
 ___ Please do not contact this employer. Why not? _____

In the following space, please describe briefly why you are applying for this position:

CONDITIONS OF EMPLOYMENT

To Applicant: Read this information carefully and sign below.

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job. A copy of this authorization is as valid as the original.
- III. I understand that I may be required to work overtime as a condition of being employed here.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either this company or me. I understand that no representative of this company has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.
- V. I understand that I may be required to submit to a pre-employment and post-employment test for fitness, honesty and/or substance abuse, if not prohibited by law.
- VI. Upon separation of employment, I authorize this company to withhold from my final paycheck any monies owed to them by me.
- VII. All prospective employees will be required to submit to drug and alcohol testing, and a Functional Capacity Evaluation conducted by an independent testing agency as a condition of employment.

DATE _____ **SIGNATURE** _____

INSTRUCTIONS TO APPLICANT: COMPLETE ONLY THE SECTION(S) MARKED

X AUTHORIZATION FOR CRIMINAL RECORD CHECK

I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law. My signature below is a request to any local, state, or federal law enforcement agency to release whatever information is requested by the employer representative.

SIGNATURE _____

X AUTHORIZATION FOR EMPLOYMENT REFERENCE CHECK

Please list below two business references who can attest to your skills, knowledge and experience, that I will contribute to your success in the position for which you are applying.

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

TELEPHONE() _____

TELEPHONE() _____

OCCUPATION _____

OCCUPATION _____