



CITY OF ROCK VALLEY APPLICATION FOR EMPLOYMENT

The City of Rock Valley is an equal opportunity employer. The City of Rock Valley does not discriminate in employment regarding race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Incomplete information could disqualify you from further consideration. Please complete all fields.

PERSONAL INFORMATION

Name _____ Date _____

Address _____

E-mail Address _____

Phone # _____ Are you eligible to work in the U.S? ___ Yes ___ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
___ Yes ___ No

Have you ever been terminated from employment by an employer? ___ Yes ___ No

If yes, please provide company names and details _____

Can you work any shift? ___ Yes ___ No If no, explain: _____

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? ___ Yes ___ No

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate desired _____

Position desired _____

Are you currently employed? ___ If so, may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? Walk-In Social Media Ad Referral- Who? _____

Have you ever worked for this company before?

___ Yes ___ No Explain _____



EDUCATION

| | Name and location of school | Degree Received | Subjects studied/Major |
|--|-----------------------------|-----------------|------------------------|
| High School | | | |
| College or University | | | |
| Trade, Business or Correspondence School | | | |

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Incomplete information could disqualify you from further consideration.

| | | | |
|---------------------------|-----------|-----------------------------|-------|
| | | | |
| <i>From</i> | <i>To</i> | EMPLOYER | PHONE |
| | | | |
| JOB TITLE | | ADDRESS | |
| | | | |
| SUPERVISOR AND TITLE | | JOB DUTIES/RESPONSIBILITIES | |
| | | | |
| <i>Reason for leaving</i> | | | |
| | | | |
| <i>From</i> | <i>To</i> | EMPLOYER | PHONE |
| | | | |
| JOB TITLE | | ADDRESS | |
| | | | |



| | | | |
|---------------------------|-----------|-----------------------------|--------------|
| SUPERVISOR AND TITLE | | JOB DUTIES/RESPONSIBILITIES | |
| | | | |
| <i>Reason for leaving</i> | | | |
| <i>From</i> | <i>To</i> | EMPLOYER | PHONE |
| | | | |
| JOB TITLE | | ADDRESS | |
| | | | |
| SUPERVISOR AND TITLE | | JOB DUTIES/RESPONSIBILITIES | |
| | | | |
| <i>Reason for leaving</i> | | | |

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three people not related to you, whom you have known for at least three (3) years.

| NAME | ADDRESS, PHONE, EMAIL | COMPANY | YEARS KNOWN |
|------|-----------------------|---------|-------------|
| | | | |
| | | | |
| | | | |

APPLICANT ACKNOWLEDGEMENT

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the City of Rock Valley to hire me. If I am hired, I understand that either the City of Rock Valley or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the City of Rock Valley has the authority to make any assurance to the contrary.



I attest with my signature below that I have given to the City of Rock Valley true and complete information on this application. No requested information has been concealed. I authorize the City of Rock Valley to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

City of Rock Valley Consent for Criminal Background Check

Your signature below authorizes the City of Rock Valley, Iowa to obtain information about you (if applicable) from various law enforcement agencies, courts, and corrections agencies.

All the information below is *required*. Please print.

Full Legal Name: _____ DOB: _____

Male _____ Female _____

Social Security # _____ Current Phone _____

Current Address: _____

Other Names Used: _____
(Maiden, alias', legal name change, etc.)

DL#: _____ State: _____

Previous Addresses in past 7 years:

Have you ever been convicted of any crime? Yes _____ No _____

If "Yes," explain:



Applicant's signature:

I have reviewed and completed this form as applicable to me. I give the City of Rock Valley permission to verify any information I have provided. This authorization shall continue to be effective until revoked by me. A photocopy or facsimile copy of this consent shall be as effective as the original. By my signature, I affirm that all information on this form is true and accurate.

Signature of applicant: _____ **Date:** _____