

# APPLICATION FOR EMPLOYMENT

City of Centerville  
 312 East Maple Street  
 Centerville, IA 52544

We are an Equal Opportunity Employer

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

**PLEASE PRINT**

Position(s) Applied For:	Date of Application:
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How Did You Learn About Us?

Advertisement     
  Employment Agency     
  Friend     
  Relative     
  Inquiry

Other \_\_\_\_\_

Last Name	First Name	Middle Name
Address	City	State      Zip Code
Telephone Number (s)		Social Security Number

Best time to contact you: \_\_\_\_:\_\_\_\_ am/pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?       Yes       No

Have you ever filed an application with us before?     Yes     No      If Yes, give date \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed with us before?     Yes     No      If Yes, give dates \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Do any of your friends or relatives, other than your spouse, work here?       Yes       No  
 If Yes, state name, relationship and department \_\_\_\_\_

Are you currently employed?     Yes     No      May we contact your present employer?     Yes     No

Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status?       Yes       No  
*Proof of citizenship or immigration status will be required upon employment.*

Date available to work \_\_\_\_/\_\_\_\_/\_\_\_\_      What is your desired salary range? \_\_\_\_\_

Are you available to work:       Full Time  
     Part Time (Please indicate Morning Afternoon)  
     Temporary (Please indicate dates available \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_)

Are you currently on "lay-off" status and subject to recall?       Yes       No

Can you travel if a job requires it?       Yes       No

**EDUCATION**

School	Name & Address Of School	Course of Studies	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

**WORK EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude any organizations that may indicate race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected status.

Employer \_\_\_\_\_ Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work/Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes  No

Employer \_\_\_\_\_ Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work/Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes  No

Employer \_\_\_\_\_ Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work/Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes  No

Employer \_\_\_\_\_ Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work/Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes  No

**Comments: Please include explanation of any gaps in employment.**

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

**Describe any job-related training you may have received in the United States military.**

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

**List professional, trade, business or civic activities and offices held. You may exclude any membership that may reveal race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected status.**

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

