

# Employment Application



The position I am applying for is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List additional names you have used: \_\_\_\_\_

Please list an additional phone number where we can leave a message:

Name: \_\_\_\_\_ Number: \_\_\_\_\_

How did you learn about the employment opportunity?

- Newspaper       Job Service       Employment Agency       Friend       Other  
 Walk-in       Website       Education Institution       Employee

**Please be sure to answer all items completely and accurately.**

Type of work you would accept:     Full time     Part time     Summer     Temporary

Shift preferred:     Day     Evening     Night

What date would you be available for work? \_\_\_\_\_

Have you ever filed an application with us before?     Yes     No    If yes, Month/Year: \_\_\_\_\_

Have you ever been employed with us before?     Yes     No

If yes, in what capacity? \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

What is the minimum salary that you would accept? \_\_\_\_\_

Are you legally eligible to be employed in the U.S.?     Yes     No    *(Proof of identity and eligibility will be required upon employment)*

Are you a veteran of the U.S. Armed Forces?     Yes     No

Dates of military service: \_\_\_\_\_ Branch: \_\_\_\_\_

Have you ever been convicted of a crime (other than a minor traffic violation)?     Yes     No

If so, please indicate the nature of the offense, date, state and disposition.

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

*(A conviction record is not an automatic bar to employment and the nature, recency and disposition of the offense will be considered only as it relates to the job for which you are applying)*

## Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Diploma/Degree			
Course of Study			

Describe any skills, specialized training, apprenticeship, and applicable extra-curricular activities that are job related.

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List equipment and computer software you can operate.

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## References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_  
Name Address Phone
2. \_\_\_\_\_  
Name Address Phone
3. \_\_\_\_\_  
Name Address Phone

# Employment Experience

List previous 10 years of employment. Start with your present or last job. Add another sheet if necessary.

<b>1.</b> Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, why?		
<b>2.</b> Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, why?		
<b>3.</b> Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, why?		
<b>4.</b> Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, why?		

## **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby acknowledge that any employment relationships with Iowa County is of an At-Will nature, which means that the employee may resign at any time and that Iowa County may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from Iowa County constitutes an employment contract unless a specific document to that effect is executed by Iowa County and me in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Iowa County cost. I understand that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

Date

### **Acknowledgment to Voluntarily Submit to Pre-Employment Physical and Drug Test**

I, the undersigned, as a term of condition of possible employment with Iowa County hereby voluntarily consent to a Pre-Employment Physical Examination and Drug Test. I recognize my employment is dependent, among other things, upon passing all such tests to the exclusive satisfaction of Iowa County. Iowa County shall keep all results confidential recognizing that such information may be disseminated to certain individuals within the company needing to have such information.

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Signature of Applicant

Date

It is the policy of Iowa County to provide equal treatment to all Iowa County employees and applicants for Iowa County employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all Human Resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

*Individuals who may need special accommodations to complete the application are asked to notify our office in advance so that we may make appropriate accommodation arrangements.*