

# Employment Application



1512 7TH STREET \* CITY OF CORALVILLE \* CORALVILLE, IOWA 52241

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, creed, gender identity, sexual orientation or the presence of a non-job-related medical condition or disability.

*(Please print)*

Position Applied For		Date of Application	
Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
Telephone Number(s)	EMAIL	Social Security Number	

To facilitate reference checks, please indicate any other name(s) under which you have been employed.

If required to perform the job for which you are applying, do you have a:

valid driver's license      ~ Yes ~ No  
 valid chauffeur's license      ~ Yes ~ No

*If a position requires a valid driver's or chauffeur's license, it will be listed in the Position Vacancy Announcement.*

THE CITY OF CORALVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

# Education

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Circle highest grade completed: 6 7 8 9 10 11 H.S. Diploma GED College: 1 2 3 4

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## POST HIGH SCHOOL EDUCATION

Dates Attended	Current Major or Degree Attained	School Name & Address

Describe any specialized training, apprenticeship, skills or qualifications you possess which relate to the job for which you are applying:

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Have you ever been convicted of a felony?

~ Yes ~ No

*Conviction will not necessarily disqualify an applicant from employment.*

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

# Employment Experience

Start with your present or most recent job. Please provide a minimum of 10 years employment history, if possible. (The City considers military service as employment). You may also include job-related volunteer activities. You may exclude organizations which indicate protected status as listed on page one.

1. Employer		Dates Employed	Job Title:	Part Time or Full Time
Address		Work Performed:		
Starting Salary	Current/Ending Salary			
Supervisor	Phone			
May we contact for a reference check? ~ Yes ~ No				
Reason for Leaving or Wanting to Leave				

2. Employer		Dates Employed	Job Title:	Part Time or Full Time
Address		Work Performed:		
Starting Salary	Current/Ending Salary			
Supervisor	Phone			
May we contact for a reference check? ~ Yes ~ No				
Reason for Leaving or Wanting to Leave				

3. Employer		Dates Employed	Job Title:	Part Time or Full Time
Address		Work Performed:		
Starting Salary	Current/Ending Salary			
Supervisor	Phone			
May we contact for a reference check? ~ Yes ~ No				
Reason for Leaving or Wanting to Leave				

4. Employer		Dates Employed	Job Title:	Part Time or Full Time
Address		Work Performed:		
Starting Salary	Current/Ending Salary			
Supervisor	Phone			
May we contact for a reference check? ~ Yes ~ No				
Reason for Leaving or Wanting to Leave				

# Additional Employment History

5. Employer		Dates Employed	Job Title:
Address		Work Performed:	
Starting Salary	Current/Ending Salary		
Supervisor	Phone		
May we contact for a reference check? ~ Yes ~ No			
Reason for Leaving or Wanting to Leave			

6. Employer		Dates Employed	Job Title:
Address		Work Performed:	
Starting Salary	Current/Ending Salary		
Supervisor	Phone		
May we contact for a reference check? ~ Yes ~ No			
Reason for Leaving or Wanting to Leave			

7. Employer		Dates Employed	Job Title:
Address		Work Performed:	
Starting Salary	Current/Ending Salary		
Supervisor	Phone		
May we contact for a reference check? ~ Yes ~ No			
Reason for Leaving or Wanting to Leave			

**If you have additional employment history, please attach a sheet of paper with the information.**

# Applicant's Statement

State any additional information you feel may be helpful to us in considering your application.

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I certify that answers given herein are true and complete to the best of my knowledge. I understand that intentional false statements on this application will eliminate me from further consideration for employment or will be grounds for dismissal. I authorize the City of Coralville to conduct or participate in any investigation of my personal background, work history and police record as maybe necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

I understand that if I am hired, I will be expected to comply with the requirements of the Immigration Reform and Control Act of 1986 by providing verification of identity and employment eligibility per provisions of the Act.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# VOLUNTARY SURVEY

## FOR REQUIRED GOVERNMENTAL STATISTICS ONLY

This document is removed from your application and is not available to the hiring authority.

### Data Record

It is the policy of the City of Coralville to provide employment, training, compensation levels, transfer or promotion opportunities, and all other aspects of employment without regard to sex, sexual orientation, race, color, religion, national origin, age, marital status, disability, gender identity, creed, veteran status, or any other non-job related characteristic except where age, sex or physical ability constitutes a bona fide occupational qualification necessary for job performance.

The purpose of this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

**Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

Name	Position Applied for	Date
Check One:    Male	Female	
Check One (Ethnic Origin):	White (not of Hispanic origin)	Black (not of Hispanic origin)
American Indian/Alaskan Native	Hispanic	Asian/Pacific Islander
How did you learn of this position?		
Advertisement _____	Name of Publication _____	
Television	City Employee	City of Coralville Personnel Office      Radio
Job Service	Other _____	
School _____	Name of School _____	