

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		

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

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

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:

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.

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

