



# Application for Employment

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Postal Code

Telephone # ( ) Other Phone # ( ) Email \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date available to start \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary  Seasonal Salary desired \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

Are you available to work overtime if required?  Yes  No

Are you available to work weekends if required?  Yes  No

Do you have a valid drivers license?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please explain:

## EDUCATIONAL BACKGROUND

List previous three (3) educational institutions attended, beginning with the most recent (if applicable)

SCHOOL	CITY, State	GRADUATED?	DEGREE(s)/DIPLOMA(s)
			EARNED
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

## REFERENCES

List the name, relationship, number of years acquainted, and phone number of three references. (No relatives please).

NAME	RELATIONSHIP	YEARS ACQUAINTED	PHONE NUMBER
			( )
			( )
			( )

# EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE				
IMMEDIATE SUPERVISOR AND TITLE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

**COMMENTS** INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is there anything else you think I need to know when considering your application: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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*I certify that all the information I have provided is true, complete and correct.*

*I authorize you and your business to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and/or if employed, immediate dismissal.*

*Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.*

*I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in Iowa.*

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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