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| **CITY OF AUDUBON**  **410 N PARK PLACE**  **AUDUBON, IA 50025** | | | | | | **City of Audubon Application for Employment** | | | | | | | | | | | | | | | | | | | | |
| **Personal Information (Please Print)** | | | | | | **Date:** | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | **Social Security:** | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
|  | | | | | |  | | | | | | | | | | |  | | | | | | | | | |
| **Name** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last | | | First | | | | | | | | | | | | | | Middle | | | | | | | | | |
| Present  Address | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Street City State Zip | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | |  | | | | | | | | | |
| Phone No. 1 | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Phone No. 2 | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | |  | | | | | | | |
| Email: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | Are you 18 years of age or older Yes No | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | If no, please list birth date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | |  | | | | | | | |
| Are you a U.S. citizen or an alien authorized to work in the United States? | | | | | | | | | | | | | | | | | | | Yes No | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| Have you ever served in the armed forces? Yes No | | | | | | | | | | | | Branch? | | | | \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Dates of service\* | | | \_\_\_\_\_\_\_\_\_\_\_\_ |
| \*must submit proof of honorable service discharge (DD214) to receive veteran’s preference (Code of Iowa Chapter 35C) | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | |  | | | | | | | | | | | |
| Do you currently have a valid Driver’s License? | | | | | | | | | Yes No | | | | | | Commercial DL? | | | | | | | Yes No | | | | |
|  | | |  | | | | | | | | | | | |  | | | | | | | | | | | |
| Have you ever been convicted of a felony\*? | | | | | | | Yes | | | | | | | | No | | | | | | | | | | | |
| \*A conviction does not automatically eliminate you from City employment since the nature of the crime and type of job for which application is made will be considered. | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employment Desired** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Full Time or Part Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | |  | | | | | | | | | | | | | |
| Date available for work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | Salary Desired | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you employed now? | | | | | Yes No | | | | | | Ever applied to this City before? | | | | | | | | | | Yes No | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If so, may we inquire of your present employer? | | | | | | | | Yes No | | | | | Position previously applied for and when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **EDUCATION** | | | | **Name and Location of School** | | | | | **Highest Grade**  **Completed** | | | | | **Did you**  **Graduate?** | | | | | | | | | | | **Subject**  **Studied/Degree** | |
| High School | | | |  | | | | |  | | | | |  | | | | | | | | | | |  | |
| College | | | |  | | | | |  | | | | |  | | | | | | | | | | |  | |
| Business/Trade/  Technical School | | | |  | | | | |  | | | | |  | | | | | | | | | | |  | |
| Describe any specialized training, apprenticeship, equipment operation, job related skills and qualifications you have acquired? | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Former Employers (**List below last four employers, starting with current or most recent employer) | | | | | | | | | |
| Date:  Month & Year | Employer Address/Phone  Supervisor’s Name | | Hourly Rate | Job Title and  Work Performed | | | | Reason for Leaving | |
| From:  To: |  | |  |  | | | |  | |
| From:  To: |  | |  |  | | | |  | |
| From:  To: |  | |  |  | | | |  | |
| From:  To: |  | |  |  | | | |  | |
| **References (work related):** Give the names of three persons not related to you whom you have known at least one year that we may contact regarding your qualifications. | | | | | | | | | |
| **Name** | | **Address** | | | **Phone Number** | | | | **Years**  **Acquainted** |
| 1. | |  | | |  | | | |  |
| 2. | |  | | |  | | | |  |
| 3. | |  | | |  | | | |  |
| State any additional information you feel may be helpful to us in considering your application: | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
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| “I certify that the facts contained in this application are true and compete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.  I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I authorize the city of Audubon to contact any of the employers listed above to verify employment and work record. I release all parties from all liability for any damage that may result from furnishing same to you. I authorize the City of Audubon to verify and investigate through law enforcement agencies the status of my driver’s license and to conduct any background check it deems necessary.  I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.”  In accordance with the Iowa Code, Title XIII Commerce, Chapter 554D, Uniform Electronic Transactions Act, 554D.108, my signature below serves as my legal written signature for this application. | | | | | | | | | |
|  | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date | | Name (Please print) | | | |  | Signature | | |
|  | | | | | | | | | |
| **Affirmative Action – Equal Opportunity Employer** | | | | | | | | | |