



December 2021

### APPLICATION FOR EMPLOYMENT

**\*\* We are an Equal Opportunity Employer who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Creed, Sex, Age, Veteran Status, National Origin, Disability, Sexual Orientation, Citizenship Status, Familial Status, Political Affiliation, Genetic Information or Testing, and Gender Identity or Expression or any other legally protected status. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination\*\***

Last Name	First Name	Middle Name

Address	City	State	Zip

Telephone Number(s)	Email Address

Position(s) applying for: \_\_\_\_\_

Best time to contact you is: \_\_\_\_\_

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes  No

Have you ever filled out an application with us before? Yes  No  If Yes give date \_\_\_\_\_

Do you have any relatives employed with the City of Ottumwa? **CHECK ONE** YES  NO

If Yes, name of employee \_\_\_\_\_

Are you currently employed? Yes  No

May we contact your present employer? Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.* Yes  No

Date available to work \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work      Full-Time     Temporary  (indicate dates available) \_\_\_\_\_

Part-Time

Are you currently on “lay-off” status and subject to recall?    Yes  No

Can you travel if a job requires it?      Yes  No

**EDUCATION**

	Name & Address of School	Course of Study	Number of Yrs Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military.

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**EMPLOYMENT EXPERIENCE-Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.**

1. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Hourly Rate/Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Hourly Rate/Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Hourly Rate/Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

4. Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number(s) \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
 Hourly Rate/Salary \_\_\_\_\_  
 Work Performed \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

List professional, trade, business or civic activities and offices held. *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

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

**ADDITIONAL INFORMATION**

**Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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

**SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)**

___ Terminal	___ Spreadsheet	Production/Mobile Machinery (list)	Other (list)
___ PC/MAC	___ Word Processing	_____	_____
___ Typewriter	___ Shorthand	_____	_____
___ WPM	___ WPM	_____	_____

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

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



**APPLICANT'S STATEMENT**

I understand that employment with the City of Ottumwa is at-will, meaning that I or the Company may terminate my employment at any time, or for any reason consistent with applicable state or federal law. This at-will employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City.

I authorize the City to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Company, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information. I understand, also, that I am required to abide by all rules and regulations of the City.

I understand that the City requires the successful completion of a drug and/or alcohol test as a condition of employment and a pre-employment physical.

**I understand this application will be active for a period of 45 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.**

**The City maintains employment applications as confidential records pursuant to Iowa Code section 22.7(18) unless the applicant consents to the application being made public. Upon hire, some application information may become a public record in accordance with Iowa Code section 22.7(11)(a).**

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

\_\_\_\_\_  
**Date**



**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

\_\_\_\_\_, **(PLEASE PRINT YOUR FULL NAME INCLUDING MIDDLE NAME)** do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Ottumwa.

The intent of this authorization is to give my consent for disclosure of records, including background reports, complaints or grievances filed by or against me.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Ottumwa. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Ottumwa Police Department and the City of Ottumwa from any and all liability, which may be incurred as a result of collecting such information.

For those prospective employees who are subject to drug and alcohol testing pursuant to State and Federal Law, the City is required to contact employers regarding verified positive drug test results, alcohol test results of 0.04 or greater and refusals to be tested for drugs or alcohol and documentation of successful completion of return-to-duty requirements within the preceding two years. I consent to the release of this information to the City of Ottumwa.

I have read and fully understand the contents of this "Authorization for Release of Personal Information". Upon hire, I will provide my social security number and birth date for employment purposes only.

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

\_\_\_\_\_  
Date

Department working in \_\_\_\_\_

The City of Ottumwa is an equal opportunity employer.

City of Ottumwa  
105 East Third Street, Ottumwa, Iowa 52501  
Telephone 641-683-0600 Fax 641-683-0613