

City of Johnston Application for Employment

6221 Merle Hay Road, P.O. Box 410, Johnston, Iowa 50131

The City of Johnston considers applicants for all position without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Personal Information (Please Print)

Date _____ Social Security Number _____

Name _____

Last First M.I.

Address _____

Street City State Zip Code

Phone Number _____

Are you 18 years or older? Yes No

Are you a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? (For the purposes of this question, "convicted" includes found guilty, plead guilty, plead no contest, or been given a deferred sentence or judgment). Yes No

If yes, please explain _____

Note: a conviction will not automatically disqualify an applicant for a particular job. They type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.

Employment Information

Position Applied For _____ Full-Time or Part-Time _____

Salary desired _____ Date Available to start _____

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Do you have relatives working for the City of Johnston? Yes No

If yes, please list name and relationship _____

Veterans Preference

Are you a Veteran of the United States Military? Yes No Dates of service: _____

Education Information

| | Name & Location of School | Number of Years Completed | Degree | Subject Studied |
|----------------------------|---------------------------|---------------------------|--------|-----------------|
| High School | | | | |
| College | | | | |
| Graduate School | | | | |
| Business/Trade/Tech School | | | | |

List any specialized training, apprenticeship, and extra curricular activities.

List special job related skills or qualifications, and professional licenses or certificates.

Employment History - Please list your last four employers, starting with the most current. WRITING "SEE RESUME" IS NOT ACCEPTABLE.

| Date (Month & Year) | Employer Address & Phone Supervisor | Salary | Title and description of responsibilities | Reason for leaving |
|--------------------------------|--|---------------|--|---------------------------|
| From: To: | | | | |
| From: To: | | | | |
| From: To: | | | | |
| From: To: | | | | |

References – Please list three references not related to you whom have known you at least one year.

| Name | Address | Phone Number | Years Acquainted |
|-------------|----------------|---------------------|-------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

List any additional information you feel may be helpful when considering your application.

I certify that this application is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentations. I am aware that all statements submitted on this application are subject to investigation and verification.

I authorize the references listed above to release to the City of Johnston any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing same to the City of Johnston.

I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Date _____ Signature _____

Do you wish to have your name and/or identity remain confidential? Yes No

**VOLUNTARY
EQUAL EMPLOYMENT OPPORTUNITY SURVEY/AFFIRMATIVE ACTION DATA**

Applicant Survey
The City of Johnston

TO ALL APPLICANTS:

The following requested information in no way affects you as an individual applicant. This information is being gathered for research, validation of selection methods, and federal reporting requirements. This form will be removed from the application prior to processing.

Position Applying for _____

Date _____

Check one:

- Male
- Female

What is your age (check one):

- 21 or less years
- 22-25 years
- 26 –35 years
- 36-45 years
- 46-55 years
- 56-64 years
- 65 years or over

Check one of the following Race/Ethnic groups you consider yourself a member of:

- American Indian
- Asian
- Black
- Hispanic
- White

Are you a veteran?

- Yes
- No

How did you learn about this job?

- Employee
- Employment Service
- Newspaper Ad (name of paper _____)
- Walk in
- Web site
- Other (specify _____)