

OFFICE USE ONLY

Hire Date: _____ Position: _____
Starting Wage: \$ _____



City of Asbury
You're home.

City of Asbury Application for Employment

PLEASE PRINT OR TYPE

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the City of Asbury.

Position applied for _____ Date of Application ____ / ____ / ____

Name _____ Email Address _____
Last First Middle

Address _____
Street City State Zip Code

Telephone (____) _____

- List any additional names you have used: _____
- The City complies with all child labor regulations. Are you at least 16 years old? _____
- If you are between 16 and 18, and if required, can you furnish a work permit? _____
If no, please explain _____
- Have you ever been employed here before? _____
- Are you legally eligible for employment in this country? _____
- Date available to begin work ____ / ____ / ____
- Type of employment desired Full-time Part-time Seasonal
- Are you able to meet the attendance requirements of the position? _____
- Have you been convicted of a crime in the last seven (7) years? _____
If yes, please explain _____
Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.
- Are you a high school graduate? _____
- Do you have any relatives, including in-laws, currently employed by us? _____
If yes, state the name, relationship and department in which they are employed.

EDUCATIONAL BACKGROUND

Name and Location - College	Years completed	Diploma or Degree earned	Major Course of Study
Other			

List all equipment any computer software you can operate if applicable to the position.

Type Task Performed Years of Experience

Type Task Performed Years of Experience

List all construction equipment previously operated if applicable to the position.

Type Task Performed Years of Experience

Type Task Performed Years of Experience

SPECIAL SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EMPLOYMENT HISTORY

Provide the following information on your past three (3) employers, assignments or volunteer activities starting with the most recent.

Employer	Telephone	From ____/____/____	To ____/____/____
Address		Job Title	
Summarize the nature of the work performed and job responsibilities			
			Immediate Supervisor
Employer	Telephone	From ____/____/____	To ____/____/____
Address		Job Title	
Summarize the nature of the work performed and job responsibilities			
			Immediate Supervisor
Employer	Telephone	From ____/____/____	To ____/____/____
Address		Job Title	
Summarize the nature of the work performed and job responsibilities			
			Immediate Supervisor

MILITARY BACKGROUND (if applicable)

Provide information related to any services in the regular or reserve United States Armed Forces or the Iowa National Guard.

Branch of Service	Period of Active Duty From ____/____/____ to ____/____/____
Was your discharge honorable?	Rank at Discharge and Date
Summarize the nature of work performed and job responsibilities and describe any special skills obtained	
Other	

PROFESSIONAL REFERENCES

Name	Company	Address	Phone	Email
Name	Company	Address	Phone	Email
Name	Company	Address	Phone	Email

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the City of Asbury's services whenever it is discovered.

I give the City of Asbury the right to contact and obtain information from all references, educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Asbury and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

I understand it is the City of Asbury's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that post offer pre-employment drug and alcohol testing may be required, and that a positive test result will terminate any job offer.

It is understood that post offer pre-employment, successful completion of a medical exam and Physical Capacity Profile (PCP) is required for full-time employees in the Public Works and Police Departments before hiring is finalized. Medical exams and PCP testing will be conducted by a physician designated by the City of Asbury.

I authorize the City to conduct a driving record check if driving will be required in my position with the City, and will complete a criminal check regarding my background and further authorize all governmental agencies, departments, bureaus or related entities to release any and all information regarding my driving record and criminal history, if any, and also agree to prepare and sign any other form necessary to complete a criminal background check. I understand that a conviction is not an automatic bar to employment, but that the City will consider the seriousness and nature of the crime, the date of the conviction and the extent to any rehabilitation.

If I am hired, I understand that I may resign at any time, with or without cause and without prior notice, and the City of Asbury reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Asbury other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

The City of Asbury does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the City of Asbury and still wish to be considered for employment, it will be necessary to fill out a new application.

I represent and warrant that I have read and fully understand the foregoing, and seek employment under these conditions.

Signature of Applicant _____

Date / /