

Position applying for: _____



The City of Oelwein is a Tobacco-Free Work Environment.

Equal Employment Opportunity Statement

The City of Oelwein does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, creed, ancestry, pregnancy, age, genetic information, or disability in employment or the provision of services.

ALL APPLICANTS ARE SUBJECT TO PREEMPLOYMENT DRUG SCREENING.

(Special accommodations for application and/or testing or job information in alternative formats available upon request.)

Name: Last First Middle
Address: Street Address City State Zip
Primary phone: Secondary phone: Email address:

Please answer all questions. Statements are subject to verification.

Have you ever been convicted of a felony? Yes No
Are you required to register as a sex offender? Yes No
Criminal convictions are not an absolute bar to employment...

Are you over 18 years of age? Yes No
Have you ever been employed by the City of Oelwein? Yes No
Number of hours: Full-time only Part-time only Either
Availability dates: From: Until:
Dates available to interview: From: Until:

Education and Training

Table with 4 columns: Name of School and Location, Check Years Completed, Graduated? Check Answer, Major. Includes High School City row.

Post-Secondary Education

Table with 4 columns: Vocational/Technical College, College/University, Graduate School, Check Years Completed, Graduated? Check Answer, Major.

Proof of U.S. citizenship or immigration status will be required upon employment.
Are you legally eligible for employment in this country? Yes No

Licenses or certificates:
Professional license Licensing board

Do you have a driver's license? Yes No License No. State Expiration Date
Do you have a Commercial Driver's License (CDL)? Yes No License No. State Expiration Date

Please place a check by the department for which you would like to work. Indicate particular positions below.

Department(s)	Position(s)
<input type="checkbox"/> Any Department	
<input type="checkbox"/> Cemetery	<input type="checkbox"/> Cemetery Sexton <input type="checkbox"/> Cemetery Laborer
<input type="checkbox"/> City Hall	<input type="checkbox"/> Accounting <input type="checkbox"/> Clerical/Word Processing <input type="checkbox"/> Executive Assistant <input type="checkbox"/> Utilities Billing
<input type="checkbox"/> Library	<input type="checkbox"/> Library Staff
<input type="checkbox"/> Parks & Rec	<input type="checkbox"/> Parks Laborer <input type="checkbox"/> Lifeguard - List Certifications ____ Certifications continued: ____ <input type="checkbox"/> Umpire/Referee <input type="checkbox"/> Instructor – Type ____
<input type="checkbox"/> Street Department	<input type="checkbox"/> Street Department Laborer
<input type="checkbox"/> Utilities	<input type="checkbox"/> Utilities Operator (Must have/obtain a Grade I License)
<input type="checkbox"/> Other ____	

I have special skills and/or certifications in the following: ____

I am experienced with the following:

- Asphalt Paver
- Backhoe
- Carpentry
- Confined Space Operations
- Dozer
- Dump Truck
- Electrical
- Loaders
- Motor Grader
- Operation of water & waste water facilities
- Straight Stick Transmission
- Tractor
- Tractor Mower
- Truck with plow

Office Equipment

- Accounting
Software ____

- Computer
- Internet Email Website Maintenance
- Word Processing/Data Entry
Software ____

- 10-key
Speed spm ____
- Typewriter
Wpm ____

For the above marked experience, please elaborate:

Applicant Name: _____

Please list the most recent position first.

Account for all time periods by recording all of your activities, such as employment, military service, volunteering, schooling, and periods of unemployment.

Employment Record

Use additional paper if necessary. Be sure you answer all questions. (Current employer will be contacted only with your consent.)

Be complete!
You will be screened using the information you provide.

A résumé can be attached.

1	Employer	Phone	Position Title
	Address		Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
	Reason for Leaving		
	Supervisor	Salary \$	Were you required to have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Employer	Phone	Position Title
	Address		Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
	Reason for Leaving		
	Supervisor	Salary \$	Were you required to have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Employer	Phone	Position Title
	Address		Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
	Reason for Leaving		
	Supervisor	Salary \$	Were you required to have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Employer	Phone	Position Title
	Address		Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
	Reason for Leaving		
	Supervisor	Salary \$	Were you required to have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever served in the U.S. Armed Forces? Yes No
If yes:

Years of Service: _____

Branch of Service: _____

Did you receive any training in the U.S. Armed Forces that is relevant to the position applied for? Yes No
If yes, describe: _____

1	Personal Reference:	Relationship:
	Address	Phone
	City	State Zip
2	Personal Reference:	Relationship:
	Address	Phone
	City	State Zip
3	Personal Reference:	Relationship:
	Address	Phone
	City	State Zip

Applicant Name: _____

Optional authorization for reference and background requests

I have applied with the City of Oelwein for employment and I desire that they be fully advised of my records from previous employers. I, therefore, respectfully request that you furnish the requested information concerning my employment with your organization, and I hereby release you from any and all liability of damages for providing the information requested.

- (optional) I grant permission to the City of Oelwein to contact my previous employer(s): Yes No
- (optional) I grant permission to the City of Oelwein to contact my current employer(s): Yes No
- (optional) I grant permission to the City of Oelwein to contact my listed references as well as persons they deem appropriate to the hiring process: Yes No

Signature of Applicant Date

Please read these carefully and sign: **Pre-employment Agreement**

I understand and agree that:

1. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment or, if employed, I may be terminated.
2. The City has my authorization to thoroughly investigate my work history. I will hold no person, corporation, or organization liable for giving or receiving information in this investigation.
3. In consideration of my employment, I agree to conform to the rules and regulations of the City and I understand that no representative of the City has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to this policy.
4. Passing the pre-employment screenings, including a drug and alcohol screening test, is a pre-requisite for qualifying for employment. If a job offer is made, I understand it is conditioned on this requirement.
5. The City is an equal opportunity employer. The City does not discriminate and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.
6. If employed, I understand that my employment is for no definite period of time, and if terminated the City is liable only for wages and salary earned as of the date of termination. Positions covered by a collective bargaining unit may have separate provisions. No statements to the contrary, written or oral, made either before or during an individual's employment can change this. No individual supervisor, manager, or officer can make a contrary agreement.
7. I have read and agree to the above and hereby certify that the facts I have provided in my employment application are true and complete.

Signature of Applicant Date

Applicant Name: _____