



City of Pleasant Hill

Application for Employment

5160 Maple Drive, Suite A, Pleasant Hill, Iowa 50327

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

APPLICANT INFORMATION

Date: _____

Name: _____
Last First M.I.

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

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. The 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.

DRIVERS LICENSE INFORMATION

Type: Regular Commercial (Denote Class A or B) _____ Other _____

Drivers license number: _____ State or other licensing authority: _____

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 Pleasant Hill? Yes No

If yes, please list name and relationship: _____

How did you hear about this position? _____

Veterans Preference

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

If yes, please provide proof of eligibility by submitting a copy of your DD-214 or DD-215.

EDUCATION INFORMATION			
High School		Address	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Degree	
College		Address	
From _____	To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____
Graduate School		Address	
From _____	To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____
Other		Address	
From _____	To _____	Did you complete certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____

List any specialized training, apprenticeship and extracurricular activities.

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

REFERENCES: Please list three professional references not related to you.	
Name:	Relationship:
Company:	Phone:
Address:	Years acquainted:
Name:	Relationship:
Company:	Phone:
Address:	Years acquainted:
Name:	Relationship:
Company:	Phone:
Address:	Years acquainted:

EMPLOYMENT HISTORY: Please list your last four employers, starting with the most current.

Employer: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Dates employed From: _____ **To:** _____

May we contact your previous supervisor for reference? Yes No

Phone: _____ **Salary:** _____

Immediate supervisor: _____ **Supervisor's title:** _____

Specific duties/responsibilities:

Reason for leaving:

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Dates employed From: _____ To: _____

May we contact your previous supervisor for reference? Yes No

Phone: _____ Salary: _____

Immediate supervisor: _____ Supervisor's title: _____

Specific duties/responsibilities:

Reason for leaving:

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Dates employed From: _____ To: _____

May we contact your previous supervisor for reference? Yes No

Phone: _____ Salary: _____

Immediate supervisor: _____ Supervisor's title: _____

Specific duties/responsibilities:

Reason for leaving:

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Dates employed From: _____ To: _____

May we contact your previous supervisor for reference? Yes No

Phone: _____ Salary: _____

Immediate supervisor: _____ Supervisor's title: _____

Specific duties/responsibilities:

Reason for leaving:

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

DISCLAIMER AND SIGNATURE

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 Pleasant Hill 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 Pleasant Hill.

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.

Signature: _____ Date: _____