CITY OF DECORAH
City Government & Services
P.O. Box 138
400 Claiborne Dr.
Decorah, Iowa 52101

EMPLOYMENT APPLICATION

It is the policy of the City of Decorah to provide all persons equal access to programs, services, and employment. Those applicants requiring reasonable accommodation to the application/interview process should notify a representative of the HR Department.

PERSONAL INFORMATION

Date of Application _____

Name _____ Applicant ID # _____
Last First Middle

Address _____
Street City State Zip Code

Phone # _____ Cell/Alternate Phone # _____ Email Address _____

If necessary, best time to call is _____ ☐ a.m. ☐ p.m. ____ Phone ____ Cell/Alternate

May we contact you at work? ____ Yes ____ No

If **yes**, provide work number ( ) _____ and best time to call _____ ☐ a.m. ☐ p.m.

Position(s) Applied For _____

Employment Desired _____ Full-Time _____ Part-Time _____ Seasonal _____ Temporary

Date available for work _____ Desired salary $ _____

If you are under 18 and it is required, can you furnish a work permit? _____ Yes _____ No

Will you travel if job requires it? _____ Yes _____ No

Will you work overtime if required? _____ Yes _____ No

If **no**, please explain: _____

Have you ever submitted an application or been employed here before? _____ Yes _____ No

If **yes**, provide date(s) and position(s) applied for/held: _____

_____

Are you legally eligible for employment in this country? _____ Yes _____ No

The following question is not designed to elicit information about a disability. Do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? ____ Yes ____ No ____ Need More Information To Respond

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to or been convicted of a felony? ____ Yes ____ No

If **yes**, provide date(s) and details: _____

_____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

Company Name	Telephone:	Fax:
Address	Employed From: (MM/YYYY)	Employed To: (MM/YYYY)
Name & Title of Supervisor	Hourly Pay/Salary	____ Full-Time ____ Part-Time
Position Held/Summary of Duties:	May we contact your present employer for a reference? ___ Yes ___No If no, please explain:	
	Reason for Leaving:	
What did you like most about your position?	What did you like least about your position?	

Company Name	Telephone:	Fax:
Address	Employed From: (MM/YYYY)	Employed To: (MM/YYYY)
Name & Title of Supervisor	Hourly Pay/Salary	____ Full-Time ____ Part-Time
Position Held/Summary of Duties:	Reason for Leaving:	
What did you like most about your position?	What did you like least about your position?	

Company Name	Telephone:	Fax:
Address	Employed From: (MM/YYYY)	Employed To: (MM/YYYY)
Name & Title of Supervisor	Hourly Pay/Salary	____ Full-Time ____ Part-Time
Position Held/Summary of Duties:	Reason for Leaving:	
What did you like most about your position?	What did you like least about your position?	

EMPLOYMENT HISTORY (continued)

Company Name	Telephone:	Fax:
Address	Employed From: (MM/YYYY)	Employed To: (MM/YYYY)
Name & Title of Supervisor	Hourly Pay/Salary	____ Full-Time ____ Part-Time
Position Held/Summary of Duties:	Reason for Leaving:	
What did you like most about your position?	What did you like least about your position?	

Explain any gaps in your employment, other than those due to personal illness, injury, or disability.

_____

_____

If not addressed on previous page, have you ever been fired or asked to resign from a job? ____ Yes ____ No

If **yes**, please explain: _____

_____

EDUCATIONAL BACKGROUND

NAME OF SCHOOL ATTENDED (Include City/State)	YEARS COMPLETED	RECEIVED	MAJOR/MINOR ACHIEVED
		___ Diploma ____ GED ___ Degree ____ Certificate ___ Other	
		___ Diploma ____ GED ___ Degree ____ Certificate ___ Other	
		___ Diploma ____ GED ___ Degree ____ Certificate ___ Other	
		___ Diploma ____ GED ___ Degree ____ Certificate ___ Other	

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying (include languages spoken, continuing education, etc.): _____

_____

_____

_____

_____

COMPUTER PROFICIENCES

Check appropriate boxes; include software used and indicate years of experience.

✓	SOFTWARE USED	YEARS
	Word Processing -	
	Spreadsheet -	
	Presentation/Publishing -	
	E-Mail -	
	Internet -	
	Other -	

PROFESSIONAL ORGANIZATIONS

List any job-related organizations that you belong to. Include professional, trade, volunteer work, military service, etc. **Exclude** memberships that would reveal race, color, religion, age, gender, national origin, genetic information, citizenship, disability, veteran status, or any other likewise protected class.

ORGANIZATION	POSITION/OFFICE HELD (If applicable)	From MM/YYYY	To MM/YYYY

SPECIAL ACCOMPLISHMENTS

List any special accomplishments, publications, awards, etc. Include any other job-related information you would like us to know about you. **Exclude** information that would reveal a protected class as addressed above.

_____

_____

_____

REFERENCES

Provide name(s) of person(s) familiar with your current abilities. At least two professional references required. Do not list relatives.

NAME	TITLE	TELEPHONE NO.	EMAIL ADDRESS	YEARS KNOWN

VETERANS' PREFERENCE

Iowa law provides a preference in appointment and employment to qualified veterans. In accordance with Iowa Code Chapter 35C, applicants are asked to provide the following information regarding military service.

Have you served in the United States Armed Forces?
☐ Yes
☐ No

If YES, please complete the following:

Branch of Service: _____

Dates of Service: From _____ To _____

Were you discharged or released under conditions other than dishonorable?
☐ Yes
☐ No

Are you claiming Veterans' Preference under Iowa Code Chapter 35C?
☐ Yes
☐ No

If claiming Veterans' Preference, please provide documentation of your military service upon request.

Veterans' Preference: Qualified veterans are entitled to preference in appointment and employment over other applicants of no greater qualifications, as provided by Iowa Code Chapter 35C. Veterans' Preference does not eliminate the requirement that an applicant meet the qualifications established for the position.

APPLICANT CERTIFICATION

❖ I certify that all of the information I have submitted on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

❖ I understand that the City of Decorah may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a criminal background history and driving record search on all employees. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

❖ If hired, I agree to conform to City of Decorah's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or City of Decorah's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the City of Decorah.

❖ I expressly authorize, without reservation, the City of Decorah, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview.

❖ I hereby waive any and all rights and claims I may have regarding the City of Decorah, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

❖ The City of Decorah does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under the applicable federal, state, or local law. The City of Decorah likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status and takes all complaints of harassment seriously. All complaints will be investigated promptly and thoroughly.

❖ I understand that this application remains current for thirty (30) days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new employment application.

❖ I agree that my electronic signature on this application is binding and enforceable, as if I had signed a paper copy. I acknowledge and agree that by submitting this electronic signature, I waive all rights to dispute the validity of my signature on this application.

I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND, AND ACCEPT ALL TERMS OF THE FOREGOING EMPLOYMENT APPLICATION.

Signature of Applicant _____ Date _____

The City of Decorah Is An Equal Opportunity Employer