

City of Carter Lake EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For: _____ Date of Application: _____

How did you learn about this Position(s)?
 Newspaper Website Current Employee Other, Please specify: _____

PERSONAL

Last Name: _____ First Name: _____ Middle Name: _____

Address: (Number) (Street) (City) (State) (Zip Code)

Telephone Number(s) [specify Home, Work, Cell]: _____ Social Security Number: _____

Email Address: _____

Are you 18 years or older? Yes No Are you lawfully eligible to work in the United States? Yes No

Have you ever filed an application with us before? Yes No If Yes, give date: _____

Have you ever been employed with us before? Yes No If Yes, give date: _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you available to work: Full Time Part Time Seasonal (dates available _____)

Are you currently employed? Yes No May we contact your present employer? Yes No

Date available for work: _____ Can you travel if a job requires it? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

ARE YOU A VETERAN? Yes No Branch of Service: _____

Date of Service: From: _____ To: _____ Type of Discharge: _____

List duties performed in Service: _____

Have you ever been convicted of a felony, or pled guilty or no contest to, a crime other than a minor traffic violation? Yes No If yes, explain: _____

If driving is one of the requirements of the position for which you are applying, please answer the following:

Do you have a valid driver's license? Yes No License no: _____

Do you have a valid CDL or Chauffeur's license? Yes No License no: _____

Have you had any moving violations during the last five years? Yes No

If yes, please list: _____

EDUCATION/TRAINING

Check appropriate box if you possess one of the following: High School Diploma G.E.D. Certificate
Give highest grade level completed: _____

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
College				
Vocational Training (Business, Trades and Technical)				

Describe any specialized training, skills and extra-curricular activities:

List any machines or equipment that you are qualified and experienced at operating:

List job-related professional, trade, business or civic activities and offices held:

(You may exclude memberships which would reveal race, color, creed, national origin, religion, age, sex, marital status, disability, gender identity, sexual orientation, or other protected status.)

State any additional information you feel may be helpful to us in considering your application:

EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed From To		Work Performed/Responsibilities
Address				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From To		Work Performed/Responsibilities
Address				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From To		Work Performed/Responsibilities
Address				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From To		Work Performed/Responsibilities
Address				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

