

**OFFICE USE ONLY**

Signature of Director \_\_\_\_\_ Position \_\_\_\_\_

Hire Date \_\_\_\_\_ Starting Wage \_\_\_\_\_

**City of Norwalk Employment Application**

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

**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 a representative of the City of Norwalk.

**APPLICANT INFORMATION**

Last Name		First		M.I.	
Current Street Address			Apartment/Unit #		
City		State		ZIP	
Phone		E-mail Address			
Have you ever been known by any other name(s) that this company will require to verify any information on this application?				YES <input type="checkbox"/> If yes, explain	
Position Applied for			Full-Time, Part-Time, Temp or Seasonal?		
Are you 18 years or older?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you legally able to work in the United States?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	

**EDUCATION**

Last School attended:		Address			
Do you have a High School Diploma or GED?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
College		Address			
Highest degree earned:		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other Training or Skills (Office Machines Operated, Special Courses, Computer Skills, etc.)					
Area of Concentration and/or degree(s), certificates, licenses, endorsements:					

**REFERENCES***Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	

Address			
Full Name		Relationship	
Company		Phone	
Address			

**PREVIOUS EMPLOYMENT (LIST EMPLOYERS, STARTING WITH THE CURRENT OR MOST RECENT)**

Company		Phone
Address		Supervisor
Job Title	Rate of Pay: \$	
Responsibilities		
Start Date	End Date	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title	Rate of Pay: \$	
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title	Rate of Pay: \$	
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

**MILITARY SERVICE**

Are you a U.S. Veteran?	YES	NO
If Yes, Dates of Active Duty:	_____ to _____	

**\*\*Those wishing to claim veteran's preference MUST SUBMIT PROOF OF SERVICE (DD214) which includes dates of Active Duty**

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 Norwalk's service whenever it is discovered.

I give the City of Norwalk the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Norwalk 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 Norwalk'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 if a conditional offer of employment is given, I may be required to successfully complete a medical exam and Physical Capacity Profile (PCP) before hiring is finalized. Medical exams and PCP testing will be conducted by a physician designated by the City of Norwalk and will be conducted at the expense of the City.

I understand that if I am applying for the position of police officer I must meet or exceed all requirements as required by the Iowa Law Enforcement Academy, which include physical agility, vision and hearing standards.

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 of any rehabilitation.

I understand the City has the option of conducting a credit check on me. If such a check will be performed the City will provide me with written notice to comply with the Fair Credit Reporting Act. I agree to execute the appropriate authorization if presented to me by the City.

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 Norwalk 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 Norwalk, 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 Norwalk does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant 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 Norwalk 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.

<b>DISCLAIMER AND SIGNATURE</b>	
I certify that my answers are true and complete to the best of my knowledge. (Check one) :	Yes or No
I authorize investigation of all statements contained in the application. I understand that omission or misrepresentation of facts is cause for dismissal if this application leads to employment. (Check One):	Yes or No
I consent to having this application and any accompanying documents treated as public records. (Check One):	Yes or No
Signature	Date

The law prohibits discrimination in hiring due to age, race, color, creed, sex, national origin, religion, disability or veteran's status.

Checking this box affirms that you understand and accept the terms described in the application.