



5445 MILLS CIVIC PARKWAY, WEST DES MOINES, IA 50266  
t: 515-288-0356 f: 515-333-5118

# Employment Application

Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

## Applicant Data

How were you referred to us? \_\_\_\_\_ Position Applied for \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Salary Requirements \_\_\_\_\_

If you are under 18 years of age, can you provide a work permit?  Yes  No If no, please explain: \_\_\_\_\_

Have you ever worked for this company before?  Yes  No If yes, when? \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If not, are you legally allowed to work in the United States?  Yes  No

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal

Have you ever plead guilty, no contest, or been convicted of a crime?  Yes  No

If yes, give dates and details \_\_\_\_\_

*Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.*

Driver's License number (if applicable to position): \_\_\_\_\_ State \_\_\_\_\_

## Summarize Your Special Skills or Qualifications

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**Previous Employment (begin with most recent position)**

Started Position \_\_\_ / \_\_\_ / \_\_\_ Ended Position \_\_\_ / \_\_\_ / \_\_\_ Position(s) Held \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Starting Salary and Title \_\_\_\_\_ Ending Salary and Title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Started Position \_\_\_ / \_\_\_ / \_\_\_ Ended Position \_\_\_ / \_\_\_ / \_\_\_ Position(s) Held \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Starting Salary and Title \_\_\_\_\_ Ending Salary and Title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Started Position \_\_\_ / \_\_\_ / \_\_\_ Ended Position \_\_\_ / \_\_\_ / \_\_\_ Position(s) Held \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Starting Salary and Title \_\_\_\_\_ Ending Salary and Title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

*I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application.*

*In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_