

**EMPLOYMENT APPLICATION  
CITY OF BELLE PLAINE**

**Position Applied For:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Available** \_\_\_\_\_

**An Equal Opportunity Employer**

Please read the entire form before you begin filling it out. Answers should be printed so that they are clear and readable. Please answer all questions indicating "None" where applicable. Resumes will not be accepted in lieu of any information required on this form. This application must be completed in its entirety before any offer of employment may be considered.

**Print Name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**Present Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Previous Address** \_\_\_\_\_  
Street City County State

Have you previously been employed by this city? \_\_\_\_\_  
Which dept. or supervisor? \_\_\_\_\_

List below the names of any individuals employed by the City of Belle Plaine you know  
Name Name Name

**U.S. MILITARY**

Branch of Service	From (mo/yr) To (mo/yr)	Separation	Highest Rank
_____	_____	discharged _____ retired _____	_____

**EDUCATION AND TRAINING**

	School Name/City, State	Yrs Completed	Degree/Diploma
High School	_____	_____	_____
College	_____	_____	_____
Graduate School	_____	_____	_____
Technical School	_____	_____	_____

**OTHER TRAINING/SPECIAL SKILLS/QUALIFICATIONS**

Please summarize: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

Please list your last three positions starting with the most recent

1.

Company/City Name	Position Held/Duties
Address	Supervisors Name
	Dates Employed
Telephone	Wage/Salary
Reason for Leaving	

2.

Company/City Name	Position Held/Duties
Address	Supervisors Name
	Dates Employed
Telephone	Wage/Salary
Reason for Leaving	

3.

Company/City Name	Position Held/Duties
Address	Supervisors Name
	Dates Employed
Telephone	Wage/Salary
Reason for Leaving	

**REFERENCES**

Please include all phone #s

Must be complete in detail- These persons should know you well enough to vouch for your character, preferably at least five years. DO NOT INCLUDE RELATIVES, FORMER EMPLOYERS OR EMPLOYEES OF THE CITY.

Name	Address in Full	Occupation
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have completed a Deferred Judgment probationary period successfully and the case has been dismissed against you, or your record contains juvenile offenses which have been sealed by the Court, you may disregard such offenses in answering the following questions. In addition, any offenses for which a pardon has been granted need not be disclosed.

1. Have you ever been convicted of a felony?  yes  No
2. Have you been convicted within the five years immediately preceding the date of this application of a misdemeanor?  Yes  No  
(If the conviction was the first for any of the following offenses, you should answer "No": Speeding, minor traffic violations, affray or disturbances of the peace)
3. If the answer to question 2 is "no", disregard this question. If the answer is "yes", have you been convicted of any other misdemeanor at any time?  Yes  No
4. Have you ever been convicted by a general court-martial?  Yes  No
5. Are you currently out on bail or on your own recognizance pending trial for any offense?  Yes  No

You are informed that a conviction record will not necessarily be a bar to your employment and that factors such as your age at the time of the offense, the seriousness and nature of the violation, and your rehabilitation will be taken into account in evaluating your application.

As a condition of employment, you must successfully meet city medical requirements and submit to a physical examination to determine your fitness for the work performed. You may also be asked to furnish proof of citizenship and meet government security requirements as may be necessary. The following documents will be required at the time of hire: birth certificate, social security card, and discharge certificate or separation papers if you served in the armed forces.

May we contact your former employers to verify the information on this form?  Yes  No

May we contact your current employer to verify the information on this form?  Yes  No

Federal and Iowa law prohibits discrimination in hiring due to age, race, color, creed, sex, national origin, religion, disability or veteran's status. Iowa law also prohibits discrimination based on sexual orientation and gender identity.

**The City of Belle Plaine, Iowa is an Equal Opportunity Employer.**

Please provide any additional information about your abilities that makes you a good candidate for this position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I authorize the City to investigate my background and to obtain information concerning my ability and desirability as an employee and authorize release by any Federal, State and local law enforcement agency of a copy of my credit and criminal record to the City of Belle Plaine, Iowa. I authorize investigation of all statements contained in this application. I understand that omission or misrepresentation of facts is cause for dismissal.  yes  no

Signature \_\_\_\_\_

Date: \_\_\_\_\_