



CITY OF GARNER

Employment Application

We consider all applicants without regards to race, color, religion, sex, national origin, age, marital status, veteran status, creed, sexual orientation, gender identity, medical conditions or disability. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available to Work			
Position Applied for:		Desired Pay Range:	
Are you eligible to work in the United States? YES NO			
Have you ever worked for us before? YES NO If so, when?			
Do you have any relatives working for the City of Garner? YES NO			Name and Position:

EDUCATION			
High School		Address	
Did you graduate? YES NO	Degree		
College		Address	
Did you graduate? YES NO	Degree		
Other		Address	
Did you graduate? YES NO	Degree		

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

EMPLOYMENT HISTORY				
Company		Phone ()		
City State Zip		Supervisor		
Job Title		Starting Salary \$	Ending Salary \$	
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES	NO	
Company		Phone ()		
City State Zip		Supervisor		
Job Title		Starting Salary \$	Ending Salary \$	
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES	NO	
Company		Phone ()		
City State Zip		Supervisor		
Job Title		Starting Salary \$	Ending Salary \$	
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES	NO	

ADDITIONAL RELEVANT INFORMATION

HOURS
How many hours are you available to work a week?
Are there any conflicts that need to be taken into consideration when scheduling?

MILITARY SERVICE		
Have you served in the US Armed Forces?	YES	NO
If yes, do you claim Veteran's Preference?	YES	NO

OTHER INFORMATION	
Have you been convicted of a felony or misdemeanor with the last 5 years?	YES NO
If so, please describe:	
You will not be denied employment solely because of a criminal record, unless the offense is related to the job for which you have applied.	

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p> <p>I understand and hereby acknowledge that, unless otherwise defined by applicable law, my employment relationship with this organization is of an "at will" nature which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. I further understand that this "at will" employment relationship cannot be changed by any written document or conduct unless specifically acknowledged in writing by an authorized officer of this organization.</p> <p>I hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Garner, Iowa, whether the said records are of public, private or confidential nature.</p> <p>The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Department of Veterans Affairs; law enforcement agency records; driving records; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.</p> <p>I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Garner from any and all liability which may be incurred as a result of collecting such information.</p> <p>A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.</p>	
Signature	Date