

APPLICATION FOR EMPLOYMENT

Interested in: Full-Time _____ Position(s) applied for _____
Part-Time _____
Summer _____

Salary Expectations _____ When would you be available for work? _____

INSTRUCTIONS: Please print in ink or type all answers.

PERSONAL DATA

1. Name _____
(Last) (First) (Middle)

2. Current Address _____
Street and number, or RFD City State Zip

3. Permanent Address _____
Street and number, or RFD City State Zip

4. Social Security No. _____

5. Telephone No. () _____ E-Mail Address _____
Area Code

6. Have you ever been convicted of a felony? Yes No Have you ever been convicted of a serious or aggravated misdemeanor? Yes No *A conviction will not necessarily disqualify you from consideration for employment.*

7. Has your driver's license been revoked or suspended in the last five years? ____yes ____no If yes, please explain:

8. Have you served and been honorably discharged from the Military or Naval Forces of the United States? Yes No

9. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

EDUCATION AND TRAINING

	No. Years Completed	Did You Graduate?
10. Elementary	_____	_____
High School	_____	_____
College	_____	_____
Post Graduate	_____	_____

11. List any special training (vocational schools, short courses, workshops, etc.)

12. If the job announcement requires completion of specific courses or training, indicate that which you have completed.

13. If the job announcement requires the operation of specific machinery or special skills, list those at which you are competent.

EMPLOYMENT RECORD

**Please begin with your present or most recent employer and continue for the past fifteen years.
You may attach additional sheets if necessary.**

14. Dates employed _____
Position held _____
Starting salary _____ Final salary _____
(monthly) (monthly)
Name and address of employer _____

Immediate Supervisor _____
Title _____
Telephone Number _____
E-Mail Address _____
Description of Duties _____

Reason for Leaving _____

16. Dates employed _____
Position held _____
Starting salary _____ Final Salary _____
(monthly) (monthly)
Name and address of employer _____

Immediate Supervisor _____
Title _____
Telephone Number _____
E-Mail Address _____
Description of Duties _____

Reason for Leaving _____

15. Dates employed _____
Position held _____
Starting salary _____ Final salary _____
(monthly) (monthly)
Name and address of employer _____

Immediate Supervisor _____
Title _____
Telephone Number _____
E-Mail Address _____
Description of Duties _____

Reason for Leaving _____

17. Dates employed _____
Position held _____
Starting salary _____ Final Salary _____
(monthly) (monthly)
Name and address of employer _____

Immediate Supervisor _____
Title _____
Telephone Number _____
E-Mail Address _____
Description of Duties _____

Reason for Leaving _____

18. May inquiry be made of your present employer regarding your character, qualifications and record of employment?
Yes No

19. May inquiry be made of your past employer(s) regarding your character, qualifications and record of employment?
Yes No

20. REFERENCES

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUPPLEMENTAL EQUAL EMPLOYMENT FORM

Your response to the following questions is voluntary and will in no way affect your opportunity for employment with RTA.

The purpose of these inquires is to assist us and those agencies involved in enforcing Equal Employment Laws in auditing our practices so that trends can become apparent in who is applying and who is actually hired.

Today's Date: _____

PLEASE CHECK THE APPROPRIATE BOX

Age:

- Under 18
- 18-45
- 46-55
- 56-65
- 66-70
- Over 70

Highest Level of Education:

- 0-8 years
- 9-11 years
- 12 years
- Over 12 years

Gender:

- Female
- Male

How Did You Learn About This Job:

- Job Service of Iowa
- City Job Listing
- Other City Department
- City Employee
- Friend
- Newspaper
- School
- Relative
- Other _____

Ethnic Origin:

- Black (African, Jamaican, Trinidadian or West Indian descent)
- White (Indo-European, including Pakistani or East Indian descent)
- Asian (Japanese, Chinese, Polynesian or Korean descent)
- Spanish Surname (Mexican, Puerto Rican, Cuban, Latin American or Spanish descent)
- American Indian (who identify themselves or are known as such by virtue of tribal association)
- Others (includes Aleuts, Eskimos, Malayans, Thais and others not covered by specific categories on this form)

- Disability:** Mental
 Physical

Please describe: _____
