



City of North Liberty
An Equal Opportunity Employer
 3 Quail Creek Circle
 P.O. Box 77
 North Liberty, IA 52317
 Phone: (319) 626-5700; Fax: (319) 626-3288

EMPLOYMENT APPLICATION

(Please print neatly or type.)

Date: _____ Position applied for: _____

Name: _____
Last First Middle Initial

Current Address: _____
Street City State Zip

Home Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

- Check one: I am 18 years of age or older
 I am 16 or 17 years of age
 I am 14 or 15 years of age

EDUCATION

Highest grade completed: 6 7 8 9 10 11 12 GED

College: 1 2 3 4 5 6 7+

High School: _____ Grade Completed/Degree: _____
 Location: _____

College: _____ Years Completed/Degree: _____
 Location: _____ Course of Study: _____

College: _____ Years Completed/Degree: _____
 Location: _____ Course of Study: _____

Certifications: Indicate current (C) or expired (E)

- Lifeguard: _____
- Water Safety Instructor: _____
- Water Safety Aide: _____
- CPR: _____
- CPR/PR: _____
- Coaching Certification: _____
- Driver's License: _____
- Chauffeur's License: _____
- CDL: _____

Please list other education, experience, talents or training you possess which could benefit the City:

EMPLOYMENT HISTORY

Have you previously worked for the City of North Liberty? YES NO

If yes, please provide the following information:

Employment Dates: _____

Position(s) held: _____ Department: _____

Please fill out this section carefully and completely as you are only given credit for jobs you list and the dates you include. Start with your current or most recent job; include at least the last five years of work records. Attach an additional sheet if you need more space. Include periods of self-employment. Give details of supervisory positions you may have had. You may include military experience and describe any major duty assignments.

Employer: _____ Employed Dates: _____

Job Title: _____ Salary: _____

Supervisor's Name: _____ Telephone Number: _____

Address: _____

Duties: _____

_____ Reason for leaving: _____

Employer: _____ Employed Dates: _____

Job Title: _____ Salary: _____

Supervisor's Name: _____ Telephone Number: _____

Address: _____

Duties: _____

_____ Reason for leaving: _____

Employer: _____ Employed Dates: _____

Job Title: _____ Salary: _____

Supervisor's Name: _____ Telephone Number: _____

Address: _____

Duties: _____

_____ Reason for leaving: _____

If you are currently employed, may we contact your present employer? YES NO

Please include additional work experience or a résumé on a separate sheet. Any other employment history may be listed below:

EMPLOYMENT AVAILABILITY

This section is for Seasonal, Recreation, or Aquatic Staff applicants only

Anticipated start date: _____
 Days available to work: _____
 Times available to work: _____
 Number of hours per week desired: _____
 Specific times/days not able to work: _____
 If seasonal work only: desired end date: _____
 List special requests for time off: _____

Please mark the times that you are available to work on the chart below. Leave blank any times that you are not available to work.

<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
5:45-7:00AM							
7:00-8:00AM							
8:00-9:00AM							
9:00-10:00AM							
10:00-11:00AM							
11:00-12(Noon)							
12(Noon)-1 PM							
1:00-2:00PM							
2:00-3:00PM							
3:00-4:00PM							
4:00-5:00PM							
5:00-6:00PM							
6:00-7:00PM							
7:00-8:00PM							
8:00-9:45PM							

On what date would you be available to begin work? _____

Which of the required skills in the job announcement do you possess? _____

What equipment can you operate? _____

Do you have any other experience or qualifications not already listed that relate to the job?

How did you learn about this employment opportunity?

Friend Newspaper Job Net Face Book City Website Other: _____

Have you ever been convicted of a felony? YES NO

If yes, please list all convictions below. A conviction does not automatically mean you cannot be hired. The nature of the conviction and when it occurred are important.

NOTE: Any applicant who is offered a job by the City must pass a criminal background check, pre-employment drug screen and physical evaluation prior to beginning work as an employee of the City of North Liberty.

Those wishing to claim Veteran's preference should answer the questions in this section and must submit Proof of Service Form DD214 at the time of any interview.

Are you a United States Military Veteran? YES NO Branch of Service: _____

Dates of Military Service: _____

I attest that all statements on this application are true and correct. I understand that intentionally false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal.

Applicant Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Reviewed by: _____ Position considered for / Referral to: _____

