**CITY OF ELLSWORTH**

1528 DEWITT STREET ELLSWORTH, IA. 50075

PH. 515-836-4751 [CITYOFELLS@NETINS.NET](mailto:CITYOFELLS@NETINS.NET)

**EMPLOYMENT APPLICATION**

**The City of Ellsworth is an Equal Opportunity Employer**

The law prohibits discrimination in hiring due to age, race, color, creed, sex,

national origin, religion, disability, or veteran’s status.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | |  | | | | | | | | | First |  | | | | | | | M.I. | | Date | |  | |
| Street Address | | |  | | | | | | | | | | | | | | | | Apartment/Unit # | | | |  | |
| City |  | | | | | | | | | | State |  | | | | | | | ZIP |  | | | | |
| Phone |  | | | | | | | | | | E-mail Address | | |  | | | | | | | | | | |
| Date Available | | |  | | | | | | Social Security No. | | |  | | | | | |  | | |  | | | |
| Position Applied for | | | | |  | | | | | | | | | | | | | | | | | | | |
| Do you have a valid driver’s license? | | | | | | | | YES | | NO | | Have you ever been convicted of a crime? | | | | | | | | | | YES | | NO |
| Have you ever been placed on probation? | | | | | | | | YES | | NO | | If yes, when? | | | |  | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | YES | | NO | | If yes, explain | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **EDUCATION** | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | |  | | | | | | | | Address | |  | | | | | | | | | | | | |
| From |  | | | To | |  | Did you graduate? | | | YES | | NO | | | Degree | |  | | | | | | | |
| College |  | | | | | | | | | Address | |  | | | | | | | | | | | | |
| From |  | | | To | |  | Did you graduate? | | | YES | | NO | | | Degree | |  | | | | | | | |
| Other |  | | | | | | | | | Address | |  | | | | | | | | | | | | |
| From |  | | | To | |  | Did you graduate? | | | YES | | NO | | | Degree | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | | | | |
| *Please list three professional references.* | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | |  | | | | | | | | | | | Relationship | | | |  | | | | | | | |
| Company | |  | | | | | | | | | | | Phone | | |  | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | |  | | | | | | | | | | | Relationship | | | |  | | | | | | | |
| Company | |  | | | | | | | | | | | Phone | | |  | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | |  | | | | | | | | | | | Relationship | | | |  | | | | | | | |
| Company | |  | | | | | | | | | | | Phone | | |  | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | | | | | |
| Company | |  | | | | | | | | | Phone |  | | | | | |
| Address | |  | | | | | | | | | 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 |  | | | | | |
| Address | |  | | | | | | | | | 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 |  | | | | | |
| Address | |  | | | | | | | | | Supervisor | |  | | | | |
| Job Title | |  | | | | | | | Starting Salary | | $ | | | Ending Salary | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | |  | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES | NO |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **MILITARY SERVICE** | | | | | | | | | | | | | | | | | |
| Branch | |  | | | | | | | | | | | From | |  | To |  |
| Rank at Discharge | | | | |  | | | | | | | | Type of Discharge | | | |  |
| If other than honorable, explain | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **DISCLAIMER AND SIGNATURE** | | | | | | | | | | | | | | | | | |
| I hereby certify that all statements in this application and accompanying materials are true and I agree and understand that any misrepresentation or deliberate omission of a material fact may be justified for termination or refusal of employment. I authorize the City of Ellsworth to release information as necessary to verify statements made in this application and/or accompanying materials. I also authorize the employers, schools, or persons named above to give any additional information regarding my qualifications and character. If offered the position, I further agree to submit to a job-related medical and psychological exam (which will be treated as confidential) by an authorized physician and/or fingerprinting as a condition of employment. I further agree to furnish proof of either citizenship or legal right to work in the US | | | | | | | | | | | | | | | | | |
| Signature | | |  | | | | | | | | | | | | Date |  | |