



## **CITY OF WAVERLY**

**200 1<sup>st</sup> Street NE, P.O. Box 616  
Waverly, IA 50677  
(319)352-4252**

# **Application for Employment**

NAME: \_\_\_\_\_  
(Last) (First) (MI)

### **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Waverly provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **DRUGFREE WORKPLACE**

There is a drug testing policy for CDL positions.

**Please print in ink. Use a separate sheet of paper for additional information or explanation.**

Interested in: (check all that apply) Full-Time ☐ Part-Time ☐ Seasonal ☐ Summer ☐

Position(s) Applied For: \_\_\_\_\_

When would you be available to start work? \_\_\_\_\_

If applying for summer employment, what is the ending date you are available? \_\_\_\_\_

## PERSONAL DATA

Name: \_\_\_\_\_  
Last First MI

Current Address: \_\_\_\_\_  
Street and/or PO Box City State Zip

Permanent Address: \_\_\_\_\_  
Street and/or PO Box City State Zip

Primary Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you ever been previously employed by the City of Waverly? Yes ☐ No ☐

If yes, please list dates, department, and position: \_\_\_\_\_

Are you legally authorized to work in the United States? Yes ☐ No ☐

*Proof of eligibility will be required at time of employment.*

Have you ever been convicted of a crime other than a simple misdemeanor? Yes ☐ No ☐

If yes, please explain: \_\_\_\_\_

***Please answer the question below if the position you are applying for requires a driver's license.***

Do you currently have a valid driver's license? Yes ☐ No ☐

a) If you checked Yes, what type? Regular ☐ Chauffeur ☐ Commercial ☐

b) If you checked Commercial, what type? Type A ☐ Type B ☐ Other ☐

c) If you checked Type A or B, what endorsements? \_\_\_\_\_

## EDUCATION AND TRAINING

Name and Address of School	Course of Study (Major / Minor)	Number of Years Completed	Degree Obtained

List any special training you have completed that is relevant to the position for which you are applying (vocational schools, short courses, workshops, etc.):

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If the job announcement requires completion of specific courses or training, indicate that which you have completed: \_\_\_\_\_

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If the job announcement requires operation of specific machinery or special skills, list those with which you are competent: \_\_\_\_\_

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## EMPLOYMENT RECORD

Please list previous employers. Begin with your present or most recent employer and continue for the past 10 years. Attach additional sheets if necessary.

Dates of Employment:	Position Held:
Name of Employer:	Address:
Immediate Supervisor:	Phone Number:
Description of Duties:	
Reason for Leaving:	May we contact this employer?

<b>Dates of Employment:</b>	<b>Position Held:</b>
<b>Name of Employer:</b>	<b>Address:</b>
<b>Immediate Supervisor:</b>	<b>Phone Number:</b>
<b>Description of Duties:</b>	
<b>Reason for Leaving:</b>	<b>May we contact this employer?</b>

<b>Dates of Employment:</b>	<b>Position Held:</b>
<b>Name of Employer:</b>	<b>Address:</b>
<b>Immediate Supervisor:</b>	<b>Phone Number:</b>
<b>Description of Duties:</b>	
<b>Reason for Leaving:</b>	<b>May we contact this employer?</b>

**List 3 professional references.**

<b>Name</b>	<b>Relationship</b>	<b>Phone Number</b>	<b>Email</b>

***Leisure Services Applicants Only:***

**Please check which machinery you are competent in using:**

Push Mower ☐    Riding Mower ☐    Manual Shift Vehicle ☐    Motorized Weed Eater ☐    Tractor ☐

**Please check which certifications you currently possess: *Submit copies of your certifications.***

First Aid ☐    CPR ☐    Lifeguard Training ☐    CPO ☐    Pesticide Application ☐

**List any volunteer experience you have that is relevant to the position for which you are applying:**

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## **CERTIFICATION OF APPLICATION**

I hereby certify that this application contains no misrepresentations or falsification and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, my employment will be terminated, and I will be disqualified from applying in the future for any positions with the City of Waverly. I further authorize the City of Waverly to make all necessary and appropriate investigations to verify the information contained herein.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **AUTHORIZATION AND RELEASE**

Having made application for employment and desiring the City of Waverly to be informed as to my record(s), I hereby authorize the City of Waverly to investigate my record(s). I further authorize the addressed individual, company, or institution to furnish the City of Waverly with any information which may concern my record, and do hereby release the addressed individual, company, or institution and all persons whomsoever from any damage on account of furnishing said information. I understand that any information obtained by a personal history background investigation, which is directly or indirectly, in whole or in part, on this release authorization, will be considered in determining my suitability for employment or volunteering with the City of Waverly.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application and any supplemental documentation to:**

**City of Waverly  
200 1<sup>st</sup> Street NE, PO Box 616  
Waverly, IA 50677**