



909 Ashworth Road  
 West Des Moines, Iowa 50265  
 (515) 224-4824

# APPLICATION FOR EMPLOYMENT

(Please Print)

<b>Position (s) Applied for:</b> _____	<b>Date:</b> ____/____/____
<b>How Did You Learn About Us?</b>	
<input type="checkbox"/> <b>The Des Moines Register</b> <input type="checkbox"/> <b>Job Dig</b> <input type="checkbox"/> <b>Craigslist</b> <input type="checkbox"/> <b>Employee (NAME)</b> _____	
<input type="checkbox"/> <b>Employment Agency</b> <input type="checkbox"/> <b>Walk-in</b> <input type="checkbox"/> <b>Radio</b> <input type="checkbox"/> <b>Other</b>	

Last Name	First Name	Middle Name
Address (Number) (Street)	(City)	(State) (Zip Code)
Home Phone ( ) ( )	Message Phone ( ) ( )	E-Mail (If Applicable)
		Social Security Number

Are you at least 18 years of age? (Yes / No)    Are you at least 16 years of age? (Yes / No)  
 (If less than age 16, can you furnish a work Permit? (Yes / No))

Have you ever applied with us before? (Yes / No)    If yes, when? \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Have you ever worked for us before? (Yes / No)    If yes, when? \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you currently employed? (Yes / No)    May we contact your present employer? (Yes / No)  
 Are you currently on "lay-off" status and subject to recall? (Yes / No)

On what date would you be available for work? \_\_\_\_/\_\_\_\_/\_\_\_\_    Expected Salary \$ \_\_\_\_\_

Are you available for work:     Full Time     Part Time     Temporary

What Days are you available? (Please Circle) S M T W T F S

What hours?     8am—4pm     7am—3:30pm     4pm—8pm     10pm—6:30am  
                    11am—7:30pm                    Other \_\_\_\_\_

Have you ever been convicted of a criminal offence other than a traffic violation? \_\_\_\_ If yes, what was the date and nature of that conviction? \_\_\_\_\_

Do you have a record of founded child or dependant adult abuse in this state or any other state? \_\_\_\_  
 If yes, explain: \_\_\_\_\_

# Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
	<b>Address</b>			
	<b>Job Title</b>	<b>Hourly Rate/Salary</b>		
		<b>Start</b>	<b>Final</b>	
	<b>Supervisor</b>			
	<b>Telephone Number (s)</b>	<b>Reason for leaving</b>		
2.	<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
	<b>Address</b>			
	<b>Job Title</b>	<b>Hourly Rate/Salary</b>		
		<b>Start</b>	<b>Final</b>	
	<b>Supervisor</b>			
	<b>Telephone Number (s)</b>	<b>Reason for leaving</b>		
3.	<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
	<b>Address</b>			
	<b>Job Title</b>	<b>Hourly Rate/Salary</b>		
		<b>Start</b>	<b>Final</b>	
	<b>Supervisor</b>			
	<b>Telephone Number (s)</b>	<b>Reason for leaving</b>		
4.	<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
	<b>Address</b>			
	<b>Job Title</b>	<b>Hourly Rate/Salary</b>		
		<b>Start</b>	<b>Final</b>	
	<b>Supervisor</b>			
	<b>Telephone Number (s)</b>	<b>Reason for leaving</b>		

If your former employment references, education or military service are under a name other than indicated on the front of the application, please indicate below.

<b>Last Name</b>	<b>First Name</b>

# Education

School Name	High School	College / University	Graduate / Professional
(circle) Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree			
Course of Study			

# Professional Licenses and / or Certifications

Type	Organization or State issued	Number	Date Issued	Date of expiration	Verification (for office Use)

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience. Include Educational Honors, Extra Curricular Activities; Professional Societies (if unrelated to ethnic or religious groups or organizations): \_\_\_\_\_

# Employment Understanding *(Please Read Carefully)*

This institution does not discriminate in hiring or any other decision on the basis of race, color, sex, citizenship, national origin, Vietnam era veteran status, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for discrimination.

I voluntarily give this institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from liability or responsibility all persons, companies, or corporations supplying such information. I consent to the physical examination, and such future examinations as may be required by this institution at such times and places as the institution may designate. I understand that an offer of employment may be contingent on passing the physical examination.

I understand that if hired my employment is at-will, and that either party is free to terminate the employment relationship at any time without cause. I understand that any false or misleading information provided can result in a decision not to hire; immediate discharge if hired; and civil or criminal penalties in appropriate cases.

I understand that emergency conditions may require me to temporarily work shifts other than the one for which I'm applying and agree to such scheduling changes as directed by my department manager or the administrator of this institution.

If employed I will be required to complete an Employment Eligibility Verification Form (I-9), and within three days show satisfactory evidence of identity and eligibility for employment.

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
DATE

# Interviewer Comments

Interviewer; \_\_\_\_\_ Date: \_\_\_\_\_

CANDIDATE EVALUATION					
	Poor	Fair	Satisfactory	Good	Excellent
Knowledge of Specific Job Skills					
Related Job Experience					
Related Education or Training					
Initiative					
Communication/Listening Skills					
Attitude					
Interest in Company/Position					

STRENGTHS	
WEAKNESSES	
ADDITIONAL COMMENTS	

For Human Resources Use Only		
Interviewed? Yes / No	Recommend for hire? Yes / No	Hired? Yes / No
Start Date	Start Time	Department
Job Title	Status	Shift
Wage \$	Per hour / Per Year	