

CITY OF DAYTON

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

(PLEASE PRINT)

Position Applied For: _____

Date of Application: _____

How did you learn about us?

Advertisement

Relative

Inquiry

Employment

Friend

Other

Agency

Last Name

First Name

Middle Name

Address

Number

Street

City

State

Zip

Telephone Number

Best time to contact you at home is: _____

Are you a military Veteran as defined in Iowa Code Section 35.1? YES NO IF YES, provide dates of active duty: _____

Have you ever filed an application with us before? YES NO

IF YES, WHEN? _____

Do any of your friends or relatives, other than spouse, work here? YES NO

Are you currently employed? YES NO

Date available to work: ___/___/___

Desired salary range? _____

Are you available to work:

Full-Time

Part-Time

Temporary (please indicate dates available ___/___/___ - ___/___/___)

Can you travel if a job requires it? YES NO

The City of Dayton is an Equal Opportunity Employer

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 age, race, color, creed, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title	Hourly Rate/Salary		
Supervisor:			
Reason for Leaving			

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Job Title	Hourly Rate/Salary		
Supervisor:			
Reason for Leaving:			

If you need additional space, please continue on a separate sheet of paper.

May we contact your former employers to verify this information? YES NO

May we contact your present employer? YES NO

ADDITIONAL INFORMATION

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

(Check Skills/Equipment Operated)

___ PC/MAC

Production/Mobile Machinery (List all)

Other (List all)

___ Typewrite (WPM _____)

___ Spreadsheet

___ Word Processing

___ Shorthand (WPM _____)

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

State any additional information you feel may be helpful to us in considering your application:

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? YES NO

REFERENCES

1.

(Name)

(Address)

(Phone #)

2.

(Name)

(Address)

(Phone #)

3.

(Name)

(Address)

(Phone #)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Dayton is of an "at will" nature, which means that the Employee may resign at any time and the City may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Dayton.

Signature: _____ Date: _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For:

Date:

Arrange Interview: Yes No

Remarks:

Hired? Yes No

Hire Date:

Job Title:

Hourly Rate/Salary:

Department:

Hired by:

Date: