Dallas Center City Hall
1502 Walnut St., PO Box 396
Dallas Center, IA 50063
515-992-3725
515-992-3764 (fax)
www.dallascenter.com

APPLICATION FOR EMPLOYMENT

The City of Dallas Center, Iowa, considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Personal Information (Please print or type) Application Date: ____/____/____

Name:_____
First Middle Last

Address: _____
(address) (city) (state) (zip code)

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Are you 18 years of age or older? ☐ Yes ☐ No
Are you a U.S. citizen or an alien authorized to work in the United States? ☐Yes ☐ No

Have you ever served in the armed forces? ☐Yes ☐ No Military Branch _____ Dates of Service*_____
*You must submit proof of honorable discharge (DD214) to receive veteran's preference (Code of Iowa Chapter 35C).

Do you currently have a valid driver's license? ☐ Yes ☐ No
Issuing state _____ License number _____ Commercial DL? ☐ Yes ☐ No

Have you ever been convicted of a felony?** ☐ Yes ☐ No
**A conviction does not automatically eliminate you from City employment, as the nature of the crime and type of job for which application is made will be considered.

Employment Desired
Position _____ Type of Employment ☐ Full Time ☐ Part Time ☐ Temporary/Seasonal

Date available for work ____/____/____ Salary Desired $_____

Are you currently employed? ☐ Yes ☐ No If so, may we inquire of your present employer? ☐ Yes ☐ No

Have you applied with the City before? ☐ Yes ☐ No Previous position(s) applied for and when _____

Do you have any relatives currently working for the City? ☐ Yes ☐ No If so, name(s) and relationship(s) to you _____

Education

	Name, location of school	Years completed	Year of graduation	Major Course of Study
High School				
College				
Business/Trade/Technical School				
Other				

Describe any specialized training, apprenticeship, equipment operation, job-related skills and qualifications you have acquired:

_____
_____
_____

Employment History (beginning with most recent)

From: / /	To: / /	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor and Title:		Salary: Start $ per	Final $ per
Nature of work performed and job responsibilities:			
Reason(s) for leaving:			

From: / /	To: / /	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor and Title:		Salary: Start $ per	Final $ per
Nature of work performed and job responsibilities:			
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Job Title:		Address:	
Immediate Supervisor and Title:		Salary: Start $ per	Final $ per
Nature of work performed and job responsibilities:			
Reason(s) for leaving:			

References

Name	Address	Telephone Number	Years Known
1.		( )	
2.		( )	
3.		( )	
4.		( )	

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I authorize the City of Dallas Center, Iowa, to contact any of the employers listed above to verify employment and work record. I release all parties from all liability for any damage that may result from furnishing same to you. I authorize the City of Dallas Center, Iowa, to verify and investigate through law enforcement agencies the status of my driver's license and to conduct any background check it deems necessary.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Signature of Applicant ________________________________ Date ______/______/______

Affirmative Action – Equal Opportunity Employer